



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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PERSONNEL COMMISSION

Meeting Notice

DATE: Friday, December 4, 2020

TIME: 9:00 a.m.

This meeting will be held via teleconference only.

Pursuant to Governor Sisolak's Declaration of Emergency Directives 026 and 029 the requirement contained in NRS 241.023(1)(b) that there be a physical location designated for meetings of public bodies where members of the public are permitted to attend and participate is suspended in order to mitigate the possible exposure or transmission of COVID-19 (Corona Virus). Accordingly, anyone planning to participate in the meeting must participate by using the teleconference number.

Meeting materials are available on the Division of Human Resource Management's website at: [http://hr.nv.gov/Boards/Master Meetings Calendar/](http://hr.nv.gov/Boards/Master_Meetings_Calendar/)

Teleconference Access:
Teleconference Number – 877-848-7030
Participant Code – 4277490#

Notice: The Personnel Commission may address agenda items out of sequence to accommodate persons appearing before the Commission or to aid the efficiency or effectiveness of the meeting at the Chair's discretion. The Commission may combine two or more agenda items for consideration, and the Commission may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. Comments will be limited to three minutes per person and persons making comment will be asked to begin by stating their name for the record and to spell their last name. The Commission Chair may elect to allow public comment on a specific agenda item when the item is being considered.

Agenda

- I. Call To Order, Welcome, Roll Call, Announcements.**
- II. Public Comment:** No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been

specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)

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| FOR POSSIBLE ACTION | III. Approval of Minutes of Previous Meeting Dated September 18, 2020. |
| INFORMATIONAL ITEM | IV. Discussion and Possible Amendments to the Hearing Officer Rules of Procedure. |
| FOR POSSIBLE ACTION | V. Prohibitions and Penalties: Discussion and Approval of Specific Activities Considered Inconsistent, Incompatible or in Conflict with Employee' Duties and the Process of Progressive Discipline

A. Department of Administration
B. Department of Sentencing Policy |
| FOR POSSIBLE ACTION | VI. Discussion and Approval of Proposed Regulation Changes to Nevada Administrative Code, Chapter 284.

A. LCB File No. R123-19
Sec 1. NEW Employee who is authorized by law and carries a concealed firearm: Notification to appointing authority required.
Sec 2. NAC 284.650 Causes for disciplinary or corrective action. |
| FOR POSSIBLE ACTION | VII. Discussion and Approval of Proposed Emergency Regulation Changes to Nevada Administrative Code, Chapter 284.

A. Sec 1. NEW Furlough leave. |
| FOR POSSIBLE ACTION | VIII. Discussion and Approval of Addition of Classes or Positions for Pre-employment Screening for Controlled Substances.

A. The Office of the Military requests the addition of the following positions to the list approved for pre-employment screening for controlled substances:

1. Classes and positions requested for approval of pre-employment screening for controlled substances:

2.210 Administrative Assistant IV, PCN: 4006
2.211 Administrative Assistant III, PCN: 4007, 4008, 4010-4015, 4030
2.212 Administrative Assistant II, PCN: 4003
2.836 Supply Technician I, PCN: 4029
3.206 Food Service Cook/Supervisor I, PCN: 4025-4028
7.643 Program Officer III, PCN: 4016
7.647 Program Officer II, PCN: 4005, 4009, 4017
U9068 Deputy Administrator, NV Youth Challenge Program, PCN: 4002 |
| FOR POSSIBLE ACTION | IX. Discussion and Approval of Proposed Class Specification Maintenance Review of Classes Recommended for Revisions. |

- A. Engineering & Allied
 - 1. Subgroup: Environmental & Land Use Services
 - a. 6.713 Chief, Hydrology Section
- B. Mechanical & Construction Trade
 - 1. Subgroup: Equipment Operator
 - a. 9.200 Special Equipment Operator Series
 - 2. Subgroup: Equipment Management, Maintenance & Repair
 - a. 9.334 Fleet Service Worker Series
 - 3. Subgroup: Skilled Trades & Allied
 - a. 9.460 Painter Series
 - b. 9.463 Plumber Series

INFORMATIONAL ITEM X. Report of Uncontested Classification Plan Changes Not Requiring Personnel Commission Approval per NRS 284.160.

The following items were posted for at least 20 working days. No written objections were received by the Administrator before the end of the posting period; therefore, the changes automatically went into effect.

- Posting: #26-20
 - 5.205 Education Programs Series
- Posting: #01-20
 - 10.527 Public Health Rating & Survey Officer

XI. Discussion and Announcement of Dates for Upcoming Meetings. Next Meeting Scheduled for March 19, 2021.

XII. Commission Comments

XIII. Public Comment: No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)

XIV. Adjournment

Supporting material for this meeting is available at the Division of Human Resource Management at 209 E. Musser Street, Suite 101, Carson City, Nevada, 89701; 555 E. Washington Avenue, Suite 1400, Las Vegas, Nevada, 89101, or on our website http://hr.nv.gov/Boards/PersonnelCommission/Personnel_Commission_-_Meetings/. To obtain a copy of the supporting material, you may contact Missy Stanford at (775) 684-0131 or m.stanford@admin.nv.gov

Inquiries regarding the items scheduled for this Commission meeting may be made to Michelle Garton at (775) 684-0136 or mgarton@admin.nv.gov.

We are pleased to make reasonable accommodations for individuals who wish to attend this meeting. If special arrangements or audiovisual equipment are necessary, please notify the Division of Human Resource Management in writing at 209 E. Musser Street, Suite 101, Carson City, Nevada, 89701, no less than (5) five working days prior to the meeting.

Persons who wish to receive notice of meetings must subscribe to the Division of Human Resource Management LISTSERV HR Memorandums which can be found on the following webpage:

http://hr.nv.gov/Services/HRM_Email_Subscription_Management/. If you do not wish to subscribe to LISTSERV and wish to receive notice of meetings, you must request to receive meeting notices and renew the request every 6 months thereafter per NRS 241.020(3)(c) which states in part, “A request for notice lapses 6 months after it is made.” Please contact Missy Stanford at (775) 684-0131 or m.stanford@admin.nv.gov to make such requests.

Notice of this meeting has been posted at the following locations:

Nevada Public Notice website: <http://notice.nv.gov>

Division of Human Resource Management website: www.hr.nv.gov

**STATE OF NEVADA
PERSONNEL COMMISSION**

Pursuant to Section 1 of Governor Sisolak's Emergency Directives 026 and 029, there was no physical location for this meeting.

**MEETING MINUTES
September 18, 2020
Subject to Commission Approval**

PERSONNEL COMMISSIONER MEMBERS PRESENT:

Ms. Katherine Fox, Chairperson
Ms. Patricia Hurley, Commissioner
Ms. Priscilla Maloney, Commissioner
Mr. Mark Olson, Commissioner
Mr. Andreas Spurlock, Commissioner
Mr. Armen Asherian, Alternate Commissioner, non-voting
Ms. Susana McCurdy, Alternate Commissioner, non-voting

STAFF MEMBERS PRESENT:

Mr. Peter Long, Administrator, Division of Human Resource Management (DHRM)
Ms. Michelle Garton, Deputy Administrator, DHRM
Ms. Beverly Ghan, Deputy Administrator, DHRM
Ms. Rachel Baker, Personnel Analyst, DHRM
Ms. Carrie Hughes, Personnel Analyst, DHRM
Ms. Patricia Kreymborg, Personnel Analyst, DHRM
Ms. Heather Dapice, Supervisory Personnel Analyst, DHRM
Mr. Ian Carr, Deputy Attorney General, Office of the Attorney General

I. CALL TO ORDER, WELCOME, ROLL CALL, ANNOUNCEMENTS

Chairperson Fox: Called the meeting to order on Friday, September 18, 2020, at approximately 9:00 a.m. She welcomed everyone, noting Alternate Commissioners Susana McCurdy and Armen Asherian were also in attendance. Thanked Carrie Lee for her service to the Personnel Commission.

Peter Long: Introduced his new AAIV, Missy Stanford, who will be assisting in the future.

II. PUBLIC COMMENT

Chairperson Fox: Advised that no vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken under NRS 241.020. She asked if there were any public comments; there were none.

III. APPROVAL OF MINUTES OF PREVIOUS MEETING DATED JUNE 26, 2020 – Action Item

Chairperson Fox: Asked if there were any corrections or changes to be made on the minutes from June 26, 2020. There were none.

MOTION: Moved to approve minutes of the June 26, 2020 meeting.
BY: Chairperson Fox
SECOND: Commissioner Olson
VOTE: The vote was unanimous in favor of the motion.

IV. DISCUSSION AND APPROVAL OF ADDITION OF CLASSES OR POSITIONS FOR PRE-EMPLOYMENT SCREENING FOR CONTROLLED SUBSTANCES – Action Item

A. The Department of Public Safety requests the addition of the following positions to the list approved for pre-employment screening for controlled substances:

1. Class and positions requested for approval of pre-employment screening for controlled substances:

2.210 Administrative Assist IV; PCNs: 4709-8049, 4709-8050
7.649 Program Officer I; PCNs: 4709-8052, 4709-9020, 4709-9021
11.134 Fingerprint/Records Examiner II; PCN: 4709-8051

Carries Hughes: Personnel Analyst with Division of Human Resource Management. The Department of Public Safety is requesting the addition of pre-employment screening for controlled substances for the positions listed in agenda item IV. The Department of Public Safety has requested these positions be pre-employment tested due to access to criminal history, victims and personal identifiable information. The positions in these classes have been previously approved for the Department of Public Safety. Thank you for your consideration for this item. The Department of Public Safety has indicated that a representative will be attending this meeting to answer any questions you may have.

Chairperson Fox: Asked if there were questions for the Division of Human Resource Management or Department of Public Safety regarding these job classes.

Commissioner Spurlock: Indicated he's tough on these. Stated we should either test across the board or be careful when it comes to applying standards. Asked; it says "PCN: All Positions", looking classifications such as 2.824, 2.827 and 2.836, Supply Technicians 1 or 2 and Supply Assistants, what is in the nature of those jobs? Is there use of heavy machinery, seeing citizens confidential data? What's the nature of those positions that would require pre-employment screening?

Carrie Hughes: I don't believe those are the ones agendized, those are from the previously approved list, correct? Research can be done on those to bring back to the Commission regarding the basis for those at that point in time.

Commissioner Spurlock: No, it's okay. Someone has already looked at that standard. I was just curious because I'm kind of hard on provisions that don't fall under one of those criteria, so I just wanted to see which criteria that fell under.

Chairperson Fox: Asked if there were any additional questions regarding item IV-A.

MOTION: Moved to approve Item IV-A.
BY: Commissioner Olson
SECOND: Commissioner Hurley
VOTE: The vote was unanimous in favor of the motion.

V. DISCUSSION AND APPROVAL OF PROPOSED CLASS SPECIFICATION MAINTENANCE REVIEW OF CLASSES RECOMMENDED FOR REVISIONS AND ABOLISHMENT – Action Item

A. Library & Archives

1. Subgroup: Library Services
 - a. 4.106 Librarian Series
 - b. 4.116 Library Technician/Assistant Series

Rachel Baker: Personnel Analyst for the Classification, Compensation and Recruitment section of the Division of Human Resource Management presented recommended changes to the Librarian Series and Librarian Technician/Assistant Series. As part of the Class Specification maintenance review process and upon review by subject matter experts from Nevada State Library, Archives and Public Records, the Division of Tourism and Cultural Affairs, the Division of Museums and History and the Nevada System of Higher Education it was determined that the Series and Class Concepts are consistent with current expectations and only minor revisions be made for grammatical purposes and terminology. It is recommended that revisions be made to the Education and Experience sections of the Minimum Qualifications in order to accommodate requirements for

certification as outlined in NAC 379.020 and to maintain consistency in verbiage, formatting and structure. As a condition of NAC 379.020, a special requirement is recommended to be added indicating that transcripts be required to verify that the applicant has obtained the requisite 21 credits in those subject areas outlined in the informational notes which are also recommended to be added. With regards to Item V-A-1-b on the agenda, the subject matter experts for the Nevada State Library, Archives and Public Records, the Tourism and Cultural Affairs Museums and History Division, and the Nevada System of Higher Education minor changes were made to the Series Concepts to accommodate updates in technology. It was determined that the Class Concepts of each level be revised to outline that in addition to supervising classified staff, incumbents may also supervise student workers and or volunteers. Specific verbiage relevant to duties performed by incumbents in a college or university has been outlined. Additionally, it is recommended that revisions be made to the Education and Experience section of the minimal qualification and the Knowledge, Skills and Abilities sections in order to enhance recruitment efforts and to maintain consistency with verbiage, formatting and structure. I will be happy to answer questions.

Peter Long: Asked for clarification. In the presentation the analyst talked about credits pursuant to NAC 379 and I thought she said NAC 379.020 yet in the Class Specifications it said NAC 379.010. If we need to ask you to make a revision to the specification, we should probably do that now.

Chairperson Fox: What is the correct citation of NAC? I show in the language for the Librarian Series, NAC 379.020. Mr. Long, are you saying that the correct citation should be NAC 379.010?

Peter Long: Under the informational notes on the proposed, it says NAC 379.010, unless I misunderstood.

Chairperson Fox: I'm on the page 25 of the Commission materials, for the Librarian Series, it says NAC 379.020.

Peter Long: On page 28, looking at the regulations, NAC 379.020 says requirement of certification and NAC 379.010 program or certification of librarian so I'm not sure. NAC 379.020 is very clear on what those requirements are. Rachel, do you know?

Rachel Baker: NAC 379.020 must have completed 21 credit hours from and accredited college or university which include instruction in the following subject as outlined in the information notes that were also recommended to be added.

Peter Long: Under the informational notes on page 28, is the cite for NAC 379.010 correct? Yes, it is, I'm reading it now in paragraph 2. It says not applicable to a person that holds a Master's degree. Sorry about that folks.

Chairperson Fox: The correct citation is NAC 379.020, is what I'm hearing?

Peter Long: What we were saying NAC 379.020 is what we based on our change for the MQs to include those appointments and extra credits and in the informational notes, the credit requirements in the MQs are not required for someone who holds a Master's degree.

Chairperson Fox: So, we don't need to make any revisions to what is being presented to the Commission?

Peter Long: No, I apologize.

Chairperson Fox: Asked for questions. Hearing none, entertained a motion.

MOTION:	Moved to approve Item V-A-1.
BY:	Commissioner Olson
SECOND:	Chairperson Fox
VOTE:	The vote was unanimous in favor of the motion.

Commissioner Maloney: Asked if she may ask a clarifying question after accidentally hanging up rather than unmuting.

Chairperson Fox: Stated that there was a motion that's been moved and seconded but agreed to Commissioner Maloney asking a clarifying question.

Commissioner Maloney: Simply that to reiterate what Mr. Long is saying, both NACs, the once that's referenced on page 25 and the one that referenced on page 28 in context are both equally correct?

Chairperson Fox: That's correct.

- B. Fiscal Management & Staff Services
 - 1. Subgroup: Financial
 - a. 7.174 Loan Administration Officer
 - 2. Subgroup: Property Appraisal & Valuation & Acquisition
 - a. 7.415 State Land Agent Series
 - b. 7.425 Supervisor, Centrally Assessed Properties
 - c. 7.426 Supervisor, Locally Assessed Properties
 - d. 7.433 Property Appraiser Series
 - e. 7.434 Utility Valuation Analyst
 - 3. Subgroup: Public Information
 - a. 7.862 Graphic Designer Series

Patricia Kreymborg: Personnel Analyst with the Division of Human Resource Management, Classification unit. As part of the biennial Class Specification review process I am here to present for your approval, this date, recommended changes to the Fiscal Management & Staff Services Occupation Group. Beginning with V-B-1-a, Loan Administration Officer from the Occupational subgroup Financial, in consultation with subject matter experts from the Department of Business and Industry, Housing Division and analysts within the Division of Human Resource Management, it was determined that the Class Concepts and Minimum Qualifications are consistent with current expectations and no changes were required at this time. However, minor changes were made to the Class Concepts to reflect changes in the Housing Division organizational structure and the Minimum Qualifications to maintain consistency with verbiage, formatting and structure. Regarding V-B-2, Property Appraisal & Valuation & Acquisition subgroup, in coordination with subject matter experts from the Department of Conservations and Natural Resources, Division of State Lands, and analysts within the Division of Human Resource Management, it was determined that changes be made to the Series and Class Concepts to reflect current practices in State land management. It is further recommended that changes to the Minimum Qualifications at each level of the series be revised to expand education equivalencies and experience requirements. Changes to the Knowledge, Skills and Abilities at each level in the series are also recommended to better align with duties currently being performed. Minor changes were made to the Class Specifications in order to maintain consistency with verbiage, formatting and structure. Next item V-B-2-b and 2-c on the agenda Supervisor, Centrally Assessed Properties and Supervisor, Locally Assessed Properties; working with subject matter experts from the Department of Taxation and analysts within the Division of Human Resource Management, it was determined that minor revisions be made to the Education and Experience section of the Minimum Qualifications to clarify equivalency. In addition, minor changes were made to the Class Specifications to maintain consistency with verbiage, formatting and structure. Moving on to item V-B-2-d, Property Appraiser; in consultation with subject matter experts from the Department of Taxation and analysts within the Division of Human Resource Management, it was recommended that a Property Appraiser Trainee level be added to expand the pool of qualified applicants for this Series. In addition, minor changes were made to the Class Specifications to maintain consistency with verbiage, formatting and structure. Next item, V-B-2-e, Utility Valuation Analyst; in coordination with subject matter experts for the Department of Taxation and analysts within the Division of Human Resource Management it was determined that the Class Concepts and Minimum Qualifications are consistent with current expectations and require no changes at this time. However, it is recommended that changes be made to the Minimum Qualifications to clarify requirements and to maintain consistency with verbiage, formatting and structure. Lastly, V-B-3-a, Graphic Designer; in consultation with subject matter experts for the Nevada System of Higher Education and analysts within the Division of Human Resource Management, it was determined that Class Concepts and Minimum Qualifications are consistent with current expectations and require no changes at this time. However, it is recommended that changes be made to the Class Specification to maintain consistency with verbiage, formatting and structure. We request approval of these Class Specifications effective this date. I will be happy to answer any questions.

Chairperson Fox: Asked for questions. Hearing none, entertained a motion.

MOTION: Moved to approve Item V-B-1-a, V-B-2a-e, V-B-3-a.
 BY: Commissioner Olson
 SECOND: Chairperson Fox
 VOTE: The vote was unanimous in favor of the motion.

- C. Mechanical & Construction Trades
 - 1. Subgroup: Equipment Management, Maintenance & Repair
 - a. 9.311 Highway Equipment Mechanic Specialist
 - b. 9.312 Highway Equipment Mechanic Supervisor Series

Rachel Baker: Presenting recommended changes to items V-C-1-a and b of the Mechanical & Construction occupational group, Equipment Management, Maintenance & Repair subgroup. With subject matter experts from the Department of Transportation and analysts within the Division of Human Resource Management, it was determined that the Class Concepts and Minimum Qualifications for both the Highway Equipment Mechanic Specialist and the Highway Equipment Mechanic Supervisor Series are consistent with current expectations and do not require revisions at this time. It is recommended that minor revisions be made to the Class Concepts for both of these Class Specifications for grammatical purposes as well as revisions for the Education and Experience sections for recruitment efforts and to maintain consistency with verbiage, formatting and structure.

2. Subgroup: Graphics & Printing & Reproduction
 - a. 9.708 Duplicating Machine Operator Series
 - b. 9.737 Sign Production Supervisor

Patricia Kreymborg: As part of the biennial Class Specification review process, I'm going to request your approval, this date, recommended changes to subgroup Graphics & Printing & Reproduction, item V-B-2-a and 2-b on the agenda. Beginning with item V-B-2-a, Duplicating Machine Operator Series; in consultation with subject matter experts from the Nevada System of Higher Education, it was determined that this class is currently only being utilized by the University of Nevada, Reno who employs large incumbents classified at the Duplicating Machine Operator 2 level. As such it was recommended this Series be abolished through attrition. Item 2-b, Sign Production Supervisor; in consultation with subject matter experts with the Nevada Department of Transportation and analysts within the Division of Human Resource Management it was determined that Class Specifications are consistent with current expectations and require no changes at this time. It is recommended that experience as a Sign Writer, Silk Screen Printer or Sign Fabricator in Nevada State service be included in the Education and Experience section of the Minimum Qualifications as additional options to qualify for employment and to create a career path to current State employees. We request approval of these Class Specifications effective this date. I will be happy to answer any questions.

Chairperson Fox: Asked for questions. Hearing none, entertained a motion.

MOTION: Moved to approve Item V-C.
BY: Commissioner Hurley
SECOND: Commissioner Maloney
VOTE: The vote was unanimous in favor of the motion.

VI. REPORT OF UNCONTESTED CLASSIFICATION PLAN CHANGES NOT REQUIRING PERSONNEL COMMISSION APPROVAL PER NRS 284.160

The following items were posted for at least 20 working days. No written objections were received by the Administrator before the end of the posting period; therefore, the changes automatically went into effect.

Posting: #17-20
6.305 Engineering Technician Series
Posting: #23-20
7.869 Historic Preservation Specialist Series
Posting: #24-20
13.321 Forensic Specialist Series

VII. DISCUSSION AND ANNOUNCEMENT OF DATES FOR UPCOMING MEETINGS. NEXT MEETING SCHEDULED FOR DECEMBER 4, 2020

Commissioner Fox: Stated it is unknown whether the December 4, 2020 meeting will be held via teleconference. Asked Mr. Long if he may have an update.

Peter Long: Indicated there was no update at this time.

Chairperson Fox: We are looking at March of 2021; we have the 5th, 12th or 19th.

Commissioner Discussion: All dates work for Commissioners and Substitutes present.

Peter Long: DHRM prefers the 19th. With the new collective bargaining process, there's potential to have proposed contracts in the arbitration process from March 1st through the 15th and we may need to be available to answer questions in that area

Chairperson Fox: Let's schedule for the 19th per the Division.

VIII. COMMISSION COMMENTS

Chairperson Fox: Hearing None. Moved to Public Comment.

IX. PUBLIC COMMENT

Chairperson Fox: Advised that no vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken under NRS 241.020.

X. ADJOURNMENT

Chairperson Fox: Thanked everyone and adjourned the meeting.

Personnel Commission Meeting
December 4, 2020

INFORMATIONAL ITEM

The Hearing Officer Rules of Procedure that are currently in effect were reviewed and approved by the Personnel Commission (Commission) on March 6, 2020. Based on Commission discussion at that meeting, as well as input by the Deputy Attorney General, it was determined that the use of the word “days” throughout the document would be reviewed and the Division of Human Resource Management (Division) would present a revised document for approval at a future meeting of the Commission.

After reviewing the usage of “days,” it has been determined that the terms “working days,” “business days,” or “days” mirror specific provisions of the Nevada Revised Statutes. While this is not ideal, it has been determined that altering the rules to streamline the document to use one term would result in conflicts with statutes and therefore could result in more confusion. Further, there do not seem to be any outstanding complaints from parties practicing before the Commission. In the event that an issue arises, the Commission has the option to revisit this in the future.

Personnel Commission Meeting
December 4, 2020

FOR DISCUSSION AND POSSIBLE ACTION

Prohibitions and Penalties

In accordance with NAC 284.742, an agency shall identify specific activities considered inconsistent, incompatible or in conflict with employees' duties and penalties for such. These Prohibitions and Penalties are subject to the approval of the Personnel Commission.

Department of Administration - DHRM Recommendation

The Department of Administration has updated their Prohibitions and Penalties previously approved by the Personnel Commission and in effect since December 9, 2011. Prior to the submitted revised version, department employees and the employee associations were requested to submit comments and suggestions.

The items submitted for approval have been reviewed by the Division and are consistent with those already approved by the Commission. Revisions have been tracked with new matter in blue font and deletions as red strikethroughs. Prohibitions that were relocated from a section to a more appropriate section were not noted since language had already been previously approved by the Commission.

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION



PROHIBITIONS AND PENALTIES
A GUIDE FOR EMPLOYEES OF THE
DEPARTMENT OF ADMINISTRATION

Approved by the Personnel Commission on

FORWARD

You are part of a dynamic public service agency, which provides services to other State agencies, State employees and the general public. This guide is to assist you by providing guidance so that you can be confident that your conduct in the workplace reflects the quality of service and professionalism that our clients deserve.

Each member of your Agency team has the responsibility of understanding and following the rules of proper conduct and performance vital to carrying out the Agency's mission. Even though there are many situations you will encounter that are unfamiliar or unexpected requiring you to rely on your own discretion and judgment, it is important to have a clear understanding of the rules that govern your actions in performing your duties.

Although it would be impossible to address every infraction or violation that could conceivably develop, this guide should prove to be sufficiently comprehensive to cover the majority of situations that could be a source of concern. Since it covers a wide range of undesirable actions and behaviors, it should provide an excellent guide for supervisors and employees on what is expected in the area of proper conduct.

This guide provides reference to personnel rules and administrative procedures in the disciplinary process. It is often stated that the best discipline is self-discipline; however, in the absence of self-discipline there are times when it must come from another source. When it does, it may come with a disagreeable or negative connotation. There is a tendency to think of discipline entirely in its most limited sense as an action taken against an employee who has committed some violation of proper conduct or a rule infraction.

Discipline should be thought of in terms of instruction and training, rather than punishment. It should be recognized that the conduct of well-disciplined employees is the result of training that motivates employees to accept and work in accordance with established standards. Well-disciplined employees develop and maintain good working habits, which goes far in preventing situations from developing that require "corrective action."

After you have thoroughly reviewed this guide please sign the "Acknowledgement Form – Department of Administration Prohibitions and Penalties," which is the last page of this guide and return it to Agency HR Services (AHRIS) or your immediate supervisor.

AUTHORITY

The authority for management to prescribe behavior and conduct standards derives from Chapter 284 of the Nevada Revised Statutes (NRS) and the Nevada Administrative Code (NAC). The "Prohibitions and Offenses" section of NAC 284 provide that each appointing authority will determine standards of conduct that are prohibited as inconsistent, incompatible or in conflict with their duties as an employee. These standards are in addition to prohibitions and penalties that are listed in statute and regulation that are applicable to all State employees. All employees of this agency will be issued a copy of the "Employee's Guide to Prohibitions and Penalties."

This guide has been approved by the Personnel Commission and thus has the same force and effect as other statutes and regulations covering classified employees. The penalties identified for the various infractions are merely guidelines and may be applied to a greater or lesser degree indicated depending on the circumstances.

COACHING

Coaching normally takes place prior to beginning the disciplinary process. The Letter of Instruction, and any other means of coaching are not part of the disciplinary process.

Letter of Instruction. A letter of instruction to the employee is typically written by the supervisor(s) responsible for the employee's activities. The letter is intended to provide the employee with information and instruction or training and establishes documentation that the employee has been made aware of his or her responsibility concerning a particular situation or set of circumstances.

THE PROGRESSIVE DISCIPLINE PROCESS

Progressive discipline normally follows the sequence outlined below. However, accelerated action may be taken when necessary.

1. **Oral Warning.** When instruction and training have not resulted in the change in behavior or performance that is desired, an “oral warning” is typically the first step in the progressive disciplinary process. This level of discipline may be skipped when the seriousness of the employee’s behavior and/or performance warrants a higher level of discipline on a first offense.
2. **Written Reprimand.** Typically the second level in the disciplinary process, a written reprimand is used when previous corrective and disciplinary action has not produced the appropriate change in behavior or performance or when the seriousness of a first offense warrants a higher level of discipline such as willful actions and/or threats. A copy of the Written Reprimand (form NPD-52) is maintained in the employee’s permanent personnel file held by the Division of Human Resource Management's Central Records section.
3. **Suspension.** When previous corrective and disciplinary action have not produced the appropriate change in behavior or performance or due to the serious of a first offense, a suspension leave without pay, may be used as a form of discipline. A suspension may be for any length of time but may not exceed 30 calendar days. A copy of the Specificity of Charges (form NPD-41) which documents the reasons for the suspension is maintained in the employee’s permanent personnel file held by the Division of Human Resource Management's Central Records section. Additionally, an appointing authority may refuse to consider the appointment (promotion, transfer, etc.) of an otherwise eligible employee who has been subject to a suspension as a result of an upheld or uncontested disciplinary action.
4. **Demotion.** Typically, after other forms of discipline have not produced the appropriate change in behavior or when the employee’s behavior is particularly egregious, a demotion to a lower class may be used as a form of discipline. A copy of the Specificity of Charges (form NPD-41) which documents the reasons for the demotion is maintained in the employee’s permanent personnel file held by the Division of Human Resource Management's Central Records section. Additionally, an appointing authority may refuse to consider the appointment (promotion, transfer, etc.) of an

otherwise eligible employee who has been subject to a demotion as a result of an upheld or uncontested disciplinary action.

5. Dismissal. Typically, after other forms of discipline have not produced the appropriate change in behavior or when the employee's behavior is particularly egregious, a dismissal from the State may be warranted. A copy of the Specificity of Charges (form NPD-41) which documents the reasons for the dismissal is maintained in the employee's permanent personnel file held by the Division of Human Resource Management's Central Records section.

NOTE: The Division Administrator of the employee's assigned Division will review pending disciplinary steps and grievances and consult with Agency HR Services and the Attorney General's Office as necessary, to ensure proper documentation, timely processing of disciplinary steps and grievances, and accuracy of employee files. Agency HR Services must consult with the Attorney General's Office prior to all disciplinary steps involving a recommendation of suspension (3), demotion (4), or dismissal (5) of a permanent employee.

The attached chart shows recommended minimum and maximum penalties for the first, second, and additional offenses for a wide range of prohibited activities. If disciplinary steps 3, 4 or 5, described at the top of each chart are recommended for a permanent employee, the pre-disciplinary review guidelines found in NAC 284.656 must be followed.

NOTE: Appropriate disciplinary or corrective action may also be taken for any causes listed in Section 284.650 of the Nevada Administrative Code, "Causes for Disciplinary Action"
<http://www.leg.state.nv.us/NAC/NAC-284.html#NAC284Sec650>

Disciplinary steps that result in an oral warning or a written reprimand can be grieved through the formal grievance process. Disciplinary steps resulting in suspension, demotion or dismissal may be appealed before a Hearing Officer provided by the Personnel Commission.

Department of Administration (DOA) Prohibitions and Penalties

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
A. Fraud in Securing an Appointment							
1	Falsification of application for employment or other personnel records with respect to a material point relating to education and training or employment history and experience which would have adversely affected selection for appointment.	5					
2	Taking, for another person, or permitting another person to take for you, an examination or a portion thereof.	5					
3	Refusal, upon hire and upon revision to sign the Acknowledgement of Receipt of Prohibitions and Penalties and/or Department and/or Division policies and procedures.	5					
4	Refusal, upon hire, to sign the Acknowledgement of the Governor's Policy Against State Executive Branch Sexual Harassment and Discrimination Policy and/or the Governor's Alcohol and Drug Free Workplace Policy.	5					
B. Performance on the Job							
1	Failure of employee to maintain proper work performance standards or personal appearance standard after a reasonable period of instruction.	1	3	2	3	3	5
2	Failure to prepare or maintain prescribed records or reports.	1	5	2	5	4	5
3	Willfully or negligently falsifying prescribed records or reports.	3	5	5			
4	Withholding or concealing information regarding the job from supervisors or other persons having the necessity for such information.	1	5	2	5	5	
5	Failure to cooperate in work-related projects with other employees and/or supervisors.	1	3	2	5	5	
6	Failure of an employee, who is designated as a supervisor and has supervisory authority, to take corrective disciplinary steps where such action is needed	1	2	2	3	4	5
7	Waste or loss of State material, property or equipment.	1	3	2	5	4	5

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
8	Negligent destruction of, removal, mutilation or damage to and/or alteration of State or Federal property, departmental records, public record, book, paper report or document, including but not limited to incident reports, financial records such as travel, payroll, purchase vouchers, and supporting documents, time and attendance records to include leave requests, over time, compensatory time, or other leave records. <u>Negligent destruction of, removal, mutilation or damage to and/or alteration of State or Federal property, departmental records, public record, book, paper report or document, including but not limited to incident reports, financial records such as travel, payroll, purchase vouchers, and supporting documents, time and attendance records to include leave requests, over time, compensatory time, or other leave records.</u> <u>a. Negligently</u> <u>b. Unauthorized and willfully.</u>	1 <u>2</u>	5 <u>5</u>	2 <u>5</u>	5	4	5
9	Willful destruction of, or damage to, State or Federal property.	2	5	3	5	5	
10 9	Jeopardizing the security of departmental property.	1	3	2	5	3	5
11	Unauthorized and willful destruction or alteration of departmental records.	2	5	5			
12 10	Soliciting or accepting a bribe.	5					
13 11	Embezzlement or misappropriation of State funds or other funds which come into the employee's possession by reason of their official position for personal gain.	5					
14 12	Negligent falsification of financial records, such as travel, payroll, or purchase vouchers, or their supporting documents: a. Not resulting in personal gain; b. Resulting in personal gain.	1 3	3 5	4 5	5	5	
15 13	Willful falsification of financial records, such as travel, payroll, or purchase vouchers, or their supporting documents: a. Not resulting in personal financial gain; b. Resulting in personal financial gain.	2 5	5	3 5	5	5	
16 14	Negligent falsification of time and attendance records including leave requests, overtime, compensatory time, or any leave record.	1	2	3	4	5	
17 15	Willful falsification of time and attendance records including leave requests, overtime, compensatory time, or any leave record.	3	5	5			
18 16	Willful concealment of material facts by omission from records.	2	3	4	5	5	

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal						
19 17	Unauthorized taking or using property belonging to the Federal or State government or fellow employees.	1	3	2	5	5
20 18	Making unauthorized department transactions for personal profit.	5				
21 19	Disregard and/or deliberate failure to comply with or enforce statewide, Department, Division or office regulations and policies.	2	5	3	5	4 5
22 20	Unauthorized removal of secure or personal records, correspondence or documents from departmental files.	2	5	3	5	4 5
23 21	Failure to properly account for State or Federal funds where it is a known requirement of the position.	2	5	3	5	5
24 22	Theft of property belonging to Federal or State government or fellow employees.	5				
25	Endangering self, fellow employees, clients or public through negligent or willful violation of agency policy as contained in performance standards, procedures and various Federal and State laws, regulations and guidelines.	2	5	3	5	5
1	Negligence in performing official duties including failure to follow instructions or regulations.	1	3	2	5	3 5
2	Carelessness, indifference, inattention to duty that results in reduced productivity.	1	5	2	5	3 5
3	Failure to report to work at specified times and in the prescribed manner.	1	3	2	5	3 5
4	Conducting personal business during working hours.	1	3	2	4	3 5
5	Frequent or continual tardiness.	1	3	2	5	3 5
6	Failure to notify supervisor or designated representative promptly when unable to report for work. Notification must occur for each shift unless otherwise pre-arranged.	1	3	2	5 4.5	3 5
7	Leaving a work area or a job without authorization or when specifically instructed to remain in work area or at the job.	1	4	2	5	4 5
8	Unauthorized absence from duty or abuse of leave privileges.	1	3	2	5	5
9	Absence from duty without leave after having been denied permission to take such leave.	2	5	5		

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
10	Failure to report to work or call supervisor for three (3) consecutive workdays without permission or justification.	5					
11	"Loafing" on the job; wasting time; failure to put in a full scheduled day of work.	1	3	2	5	3	5
D. Relations with Supervisor, Fellow Employees, and the Public							
1	Insubordination: Refusal to comply with order or instruction from a supervisor (or superior in employee's chain of command).	2	5	3	5	5	
2	Threatening or attempting bodily harm to supervisor, the public or fellow employee.	2	5	5			
3 2	Any act of violence in the course of duties, including stalking, threats, intimidation, assault, or battery.	2	5	3	5	5	
4	Using insulting, abusive, or profane language to a supervisor, the public or fellow employee.	1	5	2	5	3	5
5 3	Discourteous treatment of the public, supervisor, or a fellow employee. Using insulting, abusive, or profane language to a supervisor, the public or fellow employee.	1	5	2	5	3	5
6 4	Deliberately making false statements to or about supervisor.	2	3	3	4	<u>4</u>	5
7 5	Making statements, false or otherwise, intended to demean or disparage supervisor, fellow employees, or the public; or intended to disrupt the work environment.	2	3	3	4	4	5
6	Improper disclosure of protected health information as identified by the Privacy Act of the Health Insurance Portability and Accountability Act (HIPAA).	1	5	2	5	3	5
7	Creating an atmosphere not conducive to a professional workplace, including creating discord among employees.	1	4	2	5	5	
E. Use of Alcohol, Controlled Substance or Drugs							
1	Consuming or being under the influence of alcohol, drugs, or other controlled substances while on duty, to include lunch and work breaks, unless prescribed by a physician.	3	5	5			
2	Convicted of driving under the influence or any other offense for which driving under the influence is an element of the offense, and the offense occurred while	5					

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
	driving a State vehicle or a privately-owned vehicle while on State business.						
3	Convicted of violating any State or Federal law prohibiting the sale of a controlled substance.	5					
4	Failure to report a conviction of any alcohol or drug related offense as described in item 3 above to the appointing authority within five (5) working days after it occurs.	5					
5	Refusal to take any drug and/or alcohol test when there is reasonable belief an employee is under the influence of drugs or alcohol.	5					
6	Refusal to submit to a screening test for any drug and/or alcohol test mandated by Federal or State law.	2	5	3	5	5	
7	Unlawful possession of a controlled substance at work or while on department business.	5					
8	Inability to perform the duties of the position because of being under the influence of alcohol, drugs, or any other controlled substance (includes prescription medication.)	1	5	2	5	3	5
9	Failure to pass any drug and or alcohol test mandated by Federal or State law.	3	5	5			
F.	Misuse of Department or State Property						
1	Using State, department-owned or leased property without proper authorization in accordance with Department or Division policy.	1	3	2	5	5	
2	Operating State vehicle or equipment in an unsafe or negligent manner resulting in injury to a person or damage to the equipment or to the property.	1	5	2	5	5	
3	Failure to have State vehicles or equipment properly maintained and/or serviced resulting in damage to equipment or injury to a person.	1	5	2	5	5	
4	Operating State vehicles or equipment without a valid or proper license: a. Without knowledge that the license is no longer valid. b. With knowledge that the license is no longer valid.	2	5	5			
5	Removing property, equipment or documents from the workplace unless approved by the appropriate authority.	1	5	2	5	5	

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal	1st Offense		2nd Offense		Additional	
	Min	Max	Min	Max	Min	Max

6	Speeding or committing other traffic violations while driving a State or Federal vehicle, or reckless handling of other State equipment, including any action contributing to a preventable traffic collision, or other unsafe or improper driving actions.	1	5	2	5	3	5
7	Using or authorizing the use of state owned or leased property for other than official use, including state-issued credit cards, without permission of the Appointing Authority.	1	4	1	5	5	
G.	Misuse of Information Technology						
1	Use that interferes with employee performance or department functions to include the downloading and using entertainment software such as games or other non- work-related materials, or on-line gambling.	1	5	2	5	3	5
2	Use for activities that are illegal, inappropriate, or offensive to fellow employees or the public such as harassment or hate speech to include language that discriminates against others on the basis of race, religion, gender, disability, national origin, sexual orientation, genetic information or gender identity and expression, or any other State or Federal anti-discrimination laws.	1	5	2	5	5	
3	Obtaining unauthorized access to another's e-mail or data files or to confidential records maintained by the Department.	2	4	3	4	5	
4	Accessing, displaying, and/or printing material or images that are sexually explicit and serve to create a hostile environment in the workplace.	1	5	2	5	5	
5	Use that violates copyright laws, software licensing agreements, property rights, the privacy of others, or local, State, or Federal laws.	1	5	3	5	5	
6	Accessing a website that results in a fee being charged to the State.	1	2	3	4	5	

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
7	Personal use that could slow down, delay, or disrupt computer services such as chain letter, greeting cards, and streaming of radio or TV broadcasts or other audio or video material. Installing or using personal or unauthorized software on state information technology resources without proper authorization and approval.	1	2	3	4	5	
8	Revealing passwords or using another person's user identification or password to access confidential information without authorization.	2	5	3	5	5	
9	Negligent use of information technology that results in the introduction of computer viruses, system monitoring devices or devices that can cause damage or limit access to the equipment, software, or data.	1	5	2	5	4	5
10	Willful sabotage of information technology resources such as the introduction of computer viruses, system monitoring devices, or devices that can cause damage or limit access to the equipment, software, or data.	5					
11	Using state information technology resources, including but not limited to computing and communications equipment, services, or facilities for soliciting business, selling products, or otherwise engaging in commercial activities.	2	5	3	5	5	
H.	Other Acts of Misconduct or Incompatibility						
1	Creating an atmosphere not conducive to a professional workplace, including creating discord among employees.	1	4	2	5	5	
2 1	Engage in outside employment activity or enterprise which the appointing authority considers to be inconsistent, incompatible, or a conflict of interest with employment without authorization.	1	3	2	4	5	
3 2	Failure to report an accident involving State equipment or vehicles assigned to the employee within 24 hours.	2	5	3	5	4	5
4 3	Unauthorized or improper disclosure of confidential information.	2 1	5	3 2	5	5 3	5
5 4	Disgraceful personal conduct which impairs job performance.	1	4	3	5	5	

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
65	Accepting gifts, service, favor, employment, engagement, or economic opportunity from any individual, firm, or organization doing business with DOA or the State when the employee is responsible for making any recommendations or decisions affecting their business activities.	1	5	2	5	3	5
76	Misrepresentation of official capacity or authority.	2	5	4	5	5	
87	Bringing into State buildings (owned, leased, or occupied) any firearm, or implement considered to be a weapon, unless permitted by law to do so.	3	5	4	5	5	
98	Refusal to undergo a criminal background check when it is a requirement of the job by law, regulation, or Division policy.	5					
I.	Improper Political Activity						
1	Directly or indirectly solicit or be in any manner concerned in soliciting or receiving any assessment, subscription, monetary, or non-monetary contribution for a political purpose from anyone who is in the same department and who is a subordinate of the solicitor.	1	5	4	5	5	
2	Engage in political activity during the hours of employment for the purpose of improving the chance of a political party or individual seeking office.	1	3	2	4	3	5
3	Engage in political activity for the purpose of securing preference for promotion, transfer or salary advancement.	1	5	2	5	5	
J.	Discrimination and Harassment						
1	Engaging in sexual harassment as defined in Federal and State law, the Governor's State Executive Branch Sexual Harassment & Discrimination Policy , or DOA policy, against employee, an applicant for employment, or any other another person in the workplace.	2	5	4	5	5	
2	Discrimination on the basis of race, color, religion, sex, sexual orientation, age, disability, national origin, genetic information, gender identity and expression or other violations of the Title VI and VII of the Civil Rights Act, or	2	5	4	5	5	

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
	any other State or Federal anti-discrimination laws.						
3	Creating or endorsing a hostile work environment.	2	5	3	5	5	
K. Safety and Health							
1	Willful removal or interference with a health or safety device or safeguard.	2	3	2	4	3	5
2	Participating in dangerous horseplay; or inattention that may threaten s the health, safety or life of an individual any person, or negligence that may create additional health or safety concerns.	2	5	3	5	5	
3	Participating in workplace violence, threat of workplace violence, harassment, or intimidation.	2	5	3	5	5	
4	Willful or negligent disregard of health and safety rules and/or guidelines.	1	5	3	5	5	
5	Endangering self, fellow employees, clients or public through negligent or willful violation of agency policy as contained in performance standards, procedures and various Federal and State laws, regulations and guidelines.	2	5	3	5	5	

ACKNOWLEDGMENT FORM

DEPARTMENT OF ADMINISTRATION PROHIBITIONS AND PENALTIES

The authority for management to prescribe behavior and conduct standards derives from Chapter 284 of the Nevada Revised Statutes and the *Disciplinary Procedures, Adjustment of Grievances, and Prohibitions and Offenses* sections of the State of Nevada Rules for State Personnel Administration. These regulations provide that each appointing authority shall determine and describe in writing activities that are inconsistent, incompatible, or in conflict with the duties and responsibilities of the State of Nevada Department of Administration (DOA) employees.

The DOA Prohibitions and Penalties document is a guide that intends to clarify existing statutes and regulations but does not cover all infractions and violations that could conceivably occur. It does, however, cover the majority of situations that are important to the DOA management. As a tool, which describes behavior that is subject to discipline, the guide will serve the needs of both supervisory personnel and employees. Additions, deletions or changes to the guide as they are approved by The State Personnel Commission, will be communicated to employees in the same manner as other DOA policies and procedures.

The State Personnel Commission approved this guide; thus, it has the same force and effect as other statutes and regulations covering classified employees.

Once signed, this acknowledgment will be placed in the employee's personnel file.

Acknowledgment of Receipt:

I acknowledge receipt of the Department of Administration Prohibitions and Penalties.

Print Employee Name

Employee Signature

Employee ID

Date

Human Resources Management Representative or
Immediate Supervisor

Date

Personnel Commission Meeting
December 4, 2020

FOR DISCUSSION AND POSSIBLE ACTION

Prohibitions and Penalties

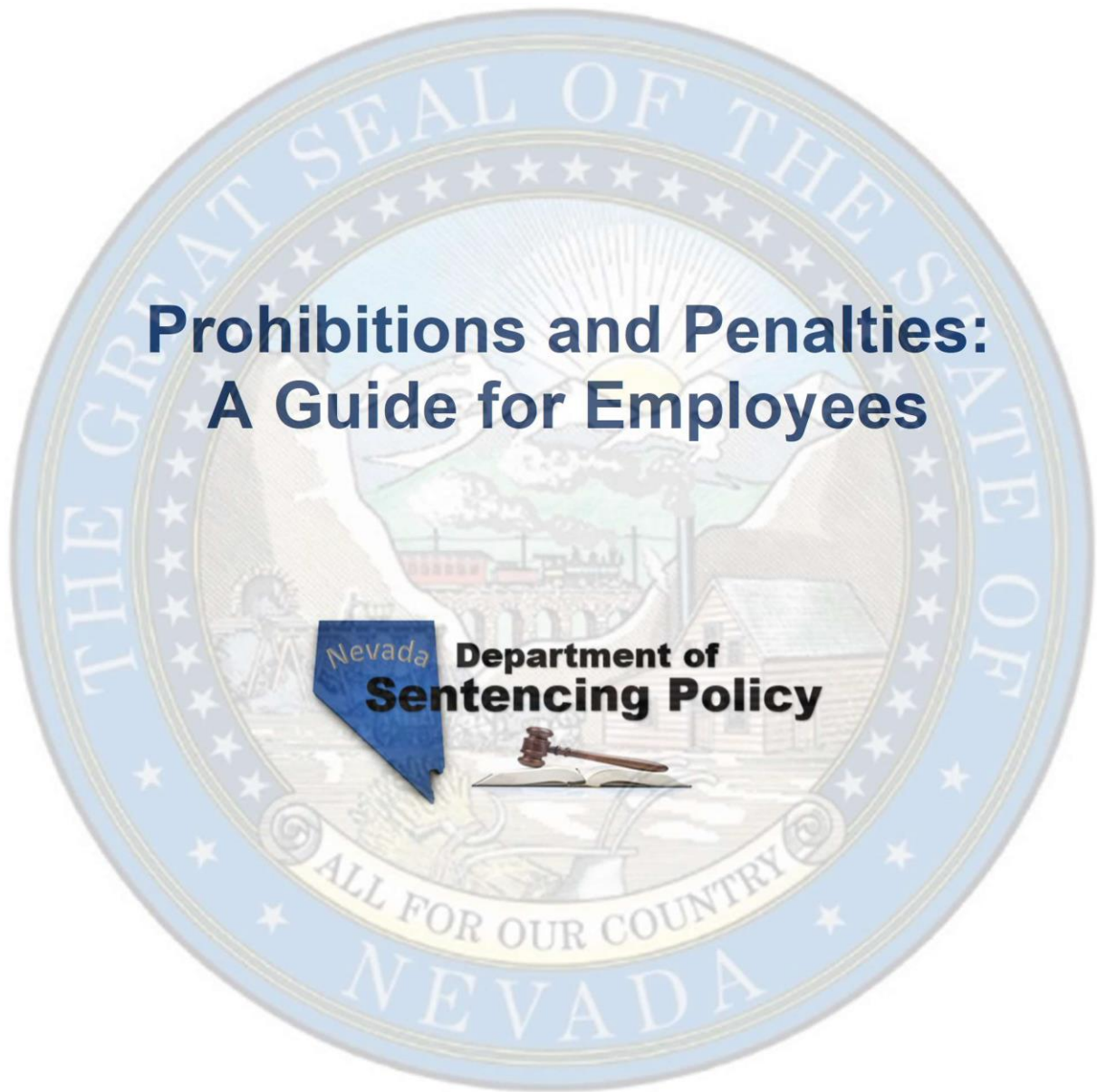
In accordance with NAC 284.742, an agency shall identify specific activities considered inconsistent, incompatible or in conflict with employees' duties and penalties for such. These Prohibitions and Penalties are subject to the approval of the Personnel Commission.

Department of Sentencing Policy - DHRM Recommendation

The Department of Sentencing Policy is a new agency, therefore the Prohibitions and Penalties before you for approval are newly created. Input was requested from the two department employees and the employee associations. Prohibition #H-12, highlighted in yellow, is at a higher penalty level than the one other agency, Military, listing this prohibition. A violation of this type could compromise the Department of Sentencing Policy's security and professional conduct. Otherwise, these new Prohibitions and Penalties have been reviewed by the Division and are consistent with those already approved by the Commission.

State of Nevada

Department of Sentencing Policy



INTRODUCTION

You are part of a dynamic public service agency which provides services to other State agencies, State employees and the general public. The Department of Sentencing Policy (DSP) "Prohibitions and Penalties: Employee's Guide" will assist you by providing guidance so that you can be confident that your conduct in the workplace reflects the quality of service and professionalism that our clients deserve.

Each employee of the Department of Sentencing Policy (DSP) has the responsibility of understanding and following the rules of proper conduct and performance vital to carrying out the mission of the Department. Even though there are many situations you will encounter that are unfamiliar or unexpected requiring you to rely on your own discretion and judgment, it is important to have a clear understanding of the rules that govern your actions in performing your duties.

Although it would be impossible to address every infraction or violation that could conceivably develop, the intent of this guide is to be sufficiently comprehensive to cover the majority of situations that could be a source of concern. Because it addresses a wide range of undesirable actions and behaviors, it should provide an excellent guide for supervisors and employees on what is expected in the area of proper conduct. All employees of the Department will be issued a copy of the "Prohibitions and Penalties" guide.

After you have thoroughly reviewed this guide please sign the "Prohibitions and Penalties Acknowledgement Form" and return it to Agency HR Services (AHRIS) or your immediate supervisor.

AUTHORITY

The authority for management to prescribe behavior and conduct standards derives from Chapter 284 of the Nevada Revised Statutes (NRS) and the Nevada Administrative Code (NAC). Chapter 284 of the NAC provides that each appointing authority will determine and describe in writing standards of conduct that are prohibited as inconsistent, incompatible or in conflict with their duties as an employee. These standards are in addition to prohibitions and penalties that are listed in statute and regulation that are applicable to all State employees. All employees of this agency will be issued a copy of the "Employee's Guide to Prohibitions and Penalties."

This guide has been approved by the Personnel Commission and thus has the same force and effect as other statutes and regulations applicable to classified employees. The penalties identified for the various infractions are merely guidelines and may be applied to a greater or lesser degree indicated depending on the circumstances.

COACHING

Coaching normally takes place prior to beginning the disciplinary process. The Letter of Instruction, and any other means of coaching are not part of the disciplinary process.

Letter of Instruction. A letter of instruction to the employee is typically written by the supervisor(s) responsible for the employee's activities. The letter is intended to provide the employee with information and instruction or training and establishes documentation that the employee has been made aware of his or her responsibility concerning a particular situation or set of circumstances.

DISCIPLINE

This "Prohibition and Penalties" guide provides reference to personnel rules and administrative procedures in the disciplinary process.

It is often stated that the best discipline is self-discipline; however, in the absence of self-discipline there are times when it must come from another source. When it does, it may come with a disagreeable or negative connotation. There is a tendency to think of discipline entirely in its most limited sense as an action taken against an employee who has committed some violation of proper conduct or a rule infraction. Discipline should be thought of in terms of instruction and training, rather than punishment. It should be recognized that the conduct of well-disciplined employees is the result of training that motivates employees to accept and work in accordance with established standards. Well-disciplined employees develop and maintain good working habits, which goes far in preventing situations from developing that require "corrective action."

THE PROGRESSIVE DISCIPLINE PROCESS

Progressive discipline normally follows this course, in sequence; however, accelerated action may be taken when extreme situations prevail. Formal steps in the disciplinary process include the following:

1. Oral Warning. When instruction and training have not resulted in the change in behavior or performance that is desired, an "oral warning" is typically the first step in the progressive disciplinary process. This level of discipline may be skipped when the seriousness of the employee's behavior and/or performance warrants a higher level of discipline on a first offense.
2. Written Reprimand. Typically the second level in the disciplinary process, a written reprimand is used when previous corrective and disciplinary action has not produced the appropriate change in behavior or performance or when the seriousness of a first offense warrants a higher level of discipline such as willful actions and/or threats. A copy of the Written Reprimand (form NPD-52) is maintained in the employee's permanent personnel file held by the Division of Human Resource Management's Central Records section.
3. Suspension. When previous corrective and disciplinary action have not produced the appropriate change in behavior or performance or due to the seriousness of a first offense, a suspension is leave without pay, may be used as a form of discipline. A suspension may be for any length of time but and may not exceed 30 calendar days. It requires an NPD-41 form – A copy of the Specificity of Charges (form NPD-41) which documents the reasons for the suspension is maintained in the employee's permanent personnel file held by the Division of Human Resource Management's Central Records section. Additionally, an appointing authority may refuse to consider the appointment (promotion, transfer, etc.) of an otherwise eligible employee who has been subject to a suspension as a result of an upheld or uncontested disciplinary action.
4. Demotion. Typically, after other forms of discipline have not produced the appropriate change in behavior or when the employee's behavior is particularly egregious a, demotion to a lower class may be used as a form of discipline. A copy of the Specificity of Charges (form NPD-41) which documents the reasons for the demotion is maintained in the employee's permanent personnel file held by the Division of Human Resource Management's Central Records section. Additionally, an appointing authority may refuse to consider the appointment (promotion, transfer, etc.) of an otherwise eligible employee who has been subject to a demotion as a result of an upheld or uncontested disciplinary action.
5. Dismissal. Typically, after other forms of discipline have not produced the appropriate change in behavior or when the employee's behavior is particularly egregious dismissal from the State may be warranted. A copy of the Specificity of Charges (form NPD-41) which documents the reasons for the demotion is maintained in the employee's permanent personnel file held by the Division of Human Resource Management's Central Records section.

NOTE: The Executive Director of the Department of Sentencing Policy will review pending disciplinary steps and grievances and consult with Agency Human Resource Services (AHRIS), and the Attorney General's Office as necessary, to ensure proper documentation, timely processing of disciplinary steps and grievances, and accuracy of employee files. AHRIS must consult with the Attorney General's Office prior to all disciplinary steps involving a recommendation of suspension (3), demotion (4), or dismissal (5) of a permanent employee.

The attached chart shows recommended minimum and maximum penalties for the first, second, and additional offenses for a wide range of prohibited activities. If disciplinary steps 3, 4, and 5, described at the bottom of each page of the chart, are recommended for a permanent employee, the pre-disciplinary review guidelines found in NAC 284.656 must be followed.

NOTE: Appropriate disciplinary or corrective action may also be taken for any causes listed in Section 284.650 of the Nevada Administrative Code, "Causes for Disciplinary Action"

<http://www.leg.state.nv.us/NAC/NAC-284.html#NAC284Sec650>

If an employee should disagree with an action taken by a supervisor, the employee has several administrative review processes available to him/her. Disciplinary steps that result in an oral warning or a written reprimand can be grieved through the formal grievance process. Disciplinary steps resulting in suspension, demotion, or dismissal may be appealed before a Hearing Officer provided by the Personnel Commission.

Department of Sentencing Policy (DSP) Prohibitions and Penalties

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
A.	Fraud in Securing an Appointment						
1	Falsification of application or identity for employment or other personnel records with respect to a material point relating to education & training or employment history & experience which would have adversely affected selection for appointment.	5					
2	Taking, for another person, or permitting another person to take for you, an examination or a portion thereof.	5					
3	Refusal upon hire and upon revision to sign the Acknowledgement of Receipt of Prohibitions and Penalties and/or Department and/or Division policies and procedures.	5					
4	Refusal, upon hire, to sign the Acknowledgement of the State Executive Branch Sexual Harassment and Discrimination Policy and/or the Governor's Alcohol and Drug Free Workplace Policy.	5					
B.	Performance on the Job						
1	Failure of employee to maintain proper work performance or personal appearance standards after a reasonable period of instruction.	1	3	2	3	3	5
2	Failure to prepare or maintain prescribed records or reports.	1	5	2	5	4	5
3	Willfully or negligently falsifying prescribed records or reports.	3	5	5			
4	Withholding or concealing information regarding the job from supervisors or other persons having the necessity for such information.	1	5	2	5	5	
5	Failure to cooperate in work related projects with other employees and/or supervisors.	1	3	2	5	5	
6	Failure of an employee, who is designated as a supervisor and has supervisory authority, to take corrective disciplinary steps where such action is needed.	1	2	2	3	4	5
7	Waste or loss of state material, property or equipment.	1	3	2	5	4	5
8	Jeopardizing the security of departmental/DSP property.	1	3	2	5	3	5
9	Unauthorized and/or willful destruction, removal, concealing, stealing, tampering, mutilation, damage to and/or alteration of state or federal property, departmental records, public record, book, paper report or document, including but not limited to incident reports, financial records such as travel, payroll, purchase vouchers, and supporting documents, time and attendance records to include leave requests, over time, compensatory time, or other leave records.	2	5	3	5	4	5
10	Soliciting or accepting a bribe, or otherwise personally profiting from activities related to the employee's state employment.	5					

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
11	Embezzlement or misappropriation of state funds or other funds which come into the employee's possession by reason of their official position for personal gain.	5					
12	Negligent falsification or inaccurate preparation of financial records, such as travel, payroll, or purchase vouchers, or their supporting documents: a. Not resulting in personal financial gain; b. Resulting in personal financial gain.	1 3	3 5	4 5	5	5	
13	Willful falsification or inaccurate preparation of financial records, such as travel, payroll, or purchase vouchers, or their supporting documents: a. Not resulting in personal financial gain; b. resulting personal financial gain.	2 5	5	3	5	5	
14	Negligent falsification of any public record, time and attendance records including leave requests, travel records, overtime, compensatory time, or any leave record.	1	2	3	4	5	
15	Willful falsification of time and attendance records including leave requests, travel records, overtime, compensatory time, or any leave record.	3	5	5			
16	Willful concealment of material facts by omission from records.	2	3	4	5	5	
17	Unauthorized taking or using property belonging to the federal or state government or fellow employees.	1	3	2	5	5	
18	Making unauthorized department transactions for personal profit or that result in excessive costs to the state for the transaction.	5					
19	Disregard and/or deliberate failure to comply with or enforce statewide, department or office regulations and policies, or when required by law, statute, or resolution, which directly relate to the employee's work activities.	2	5	3	5	4	5
20	Unauthorized removal of secure or personal records, correspondence or documents from department files.	2	5	3	5	4	5
21	Failure to properly account for state or federal funds where it is a known requirement of the position.	2	5	3	5	5	
22	Theft of property belonging to federal or state government or fellow employees.	5					
23	Failure to ensure subordinate employees perform required duties.	1	3	2	3	3	5
24	Misconduct of supervisor because of prejudice, anger or other unjustifiable reason, including the unequal or disparate exercise of authority toward an employee.	1	4	2	5	4	5
25	The suspension, revocation, cancellation or lapsing of any valid license, certificate or permit when the possession of a valid license, certificate, or permit is required as an essential function of the job.	2	5	3	5	5	
26	Failure to maintain a valid driver's license when possession of a valid driver's license is a requirement of the job.	2	5	3	5	5	

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		Min	Max	Min	Max	Min	Max
27	Failure to notify the appointing authority within 5 days of the suspension, revocation or cancellation of a professional or occupational license or certification when such possession is a job requirement.	1	5	2	5	3	5
28	Failure of an employee, who is designated as a supervisor to fulfill their supervisory responsibilities, including but not limited to ensuring that employees adhere to the policies and procedures of the Department and the actions of all personnel comply with all laws and taking corrective disciplinary action where such action is needed, preparing timely reports of performance, and accounting for the employees' time and leave.	1	3	2	4	3	5
29	Negligent failure to disclose information related to job duties from official records or from supervisors or other persons having necessity for the information.	1	3	3	5	5	
30	Willful falsification of any public record that involves misuse of state or federal funds.	2	5	3	5	5	
31	Negligent falsification of any public record, including biweekly timesheets, leave requests, overtime, compensatory time, travel vouchers, and/or information in client or agency files.	2	4	3	5	5	
32	Failure to follow agency positions when representing the Department or failure to clearly identify that an employee's opinion is being expressed and does not represent the position of the agency or the Governor when participating in an advocacy situation related to their job.	1	3	3	5	5	
C.	Neglect of, or Inexcusable Absence from the Job						
1	Negligence in performing official duties including failure to follow instructions or regulations.	1	3	2	5	3	5
2	Carelessness, indifference, inattention to duty that results in reduced productivity.	1	5	2	5	3	5
3	Failure to report to work at specified times and in the prescribed manner.	1	3	2	5	3	5
4	Conducting personal business during working hours.	1	3	2	4	3	5
5	Failure to notify supervisor or designated representative promptly when unable to report for work. Notification must occur for each shift unless otherwise pre-arranged.	1	3	2	5	3	5
6	Leaving a work area or a job without authorization or when specifically instructed to remain in work area or at the job.	1	4	2	5	4	5
7	Unauthorized absence from duty or abuse of leave privileges.	1	3	2	5	5	
8	Absence from duty without leave after having been denied permission to take such leave.	2	5	5			
9	Failure to report to work or call supervisor for three (3) consecutive workdays without permission or justification.	5					
10	"Loafing" on the job; wasting time; failure to put in a full day's work.	1	3	2	5	3	5

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		Min	Max	Min	Max	Min	Max
11	Repeated extension of designated lunch periods, or of rest periods beyond the prescribed 15 minutes in NAC 284.524 without supervisor approval.	1	3	2	5	3	5
D. Relations with Supervisor, Fellow Employees, and the Public							
1	Insubordination: Refusal to comply with order or instruction from a supervisor (or superior in employee's chain of command.)	2	5	3	5	5	
2	Using insulting, abusive or profane language to a supervisor, the public or fellow employee. Discourteous treatment of the public, supervisor or a fellow employee.	1	5	2	5	3	5
3	Making statements, false or otherwise, intended to demean or disparage supervisor, fellow employees, or the public; or intended to disrupt the work environment.	2	3	3	4	4	5
4	A willful or reckless act to a supervisor, co-worker, trustee, or the public; abuse or omission to act which causes physical or mental injury including, but not limited to sexual exploitation, hitting or use of excessive force towards a supervisor, co-worker, or the public.	3	5	4	5	5	
5	Failure to work with fellow employees as a team to best reach the goals of the Department and create an environment which promotes group work cohesiveness.	1	3	2	5	3	5
6	Threatening, stalking, intimidating, attempting, or doing bodily harm to supervisor, public, or fellow employee; or using insulting, intimidating or abusive language, or conduct to supervisor, public or fellow employee.	2	5	3	5	5	
7	Failure to conduct oneself in a professional manner while meeting the responsibilities to the public.	2	3	3	5	4	5
8	Creating an atmosphere not conducive to a professional workplace, including creating discord among employees.	1	4	2	5	5	
E. Use of Alcohol, Controlled Substance or Drugs							
1	Consuming or being under the influence of alcohol, drugs or other controlled substances while on duty, to include work breaks, unless prescribed by a physician.	3	5	5			
2	Convicted of violating any state or federal law prohibiting the sale of a controlled substance.	5					
3	Failure to report a conviction of any alcohol or drug related offense as described in item 3, above to the appointing authority within five (5) working days after it occurs.	5					
4	Refusal to take any drug and/or alcohol test when there is reasonable belief an employee is under the influence of drugs or alcohol.	5					
5	Refusal to submit to a screening test for any drug and/or alcohol test allowed by Federal or State law.	2	5	3	5	5	
6	Unlawful possession of a controlled substance on the premises of the workplace or while on department business.	5					
7	Inability to perform the duties of the position because of being under the influence of alcohol, drugs, or any other controlled substance, including prescription medication.	1	5	2	5	3	5

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		Min	Max	Min	Max	Min	Max
8	Failure to pass any drug and/or alcohol test allowed by Federal or State law.	3	5	5			
9	Appearing for duty or Driving while under the influence of alcohol or drugs while on duty.	2	5	5			
10	Driving under the influence in violation of NRS 484C.110 or any other offense for which driving under the influence is an element of the offense, and the offense occurred while driving a state vehicle, or a privately-owned vehicle on state business.	3	5	4	5	5	
11	Failure to complete any rehabilitation program recommended in the evaluation of an employee who is a mandated referral to an employee assistance program.	5					
12	Convicted of the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on the premises of the workplace or while on state business.	3	5	5			
13	Manufacturing, distribution, selling, giving, or otherwise providing clients or staff with alcohol, drugs or any controlled substances during working hours unless specifically authorized to do so.	3	5	5			
F.	Misuse of Departmental or State Property						
1	Using State, department- owned or leased property without proper authorization in accordance with Department or Division policy.	1	3	2	5	5	
2	Operating state vehicle or equipment in an unsafe or negligent manner resulting in injury to a person or damage to the equipment or to the property.	1	5	2	5	5	
3	Failure to have state vehicles or equipment properly maintained and/or serviced pursuant to Motor Pool Standards, resulting in damage to equipment or injury to a person.	1	5	2	5	5	
4	Operating state vehicles or equipment without a valid or proper license: a. Without knowledge that the license is no longer valid; b. With knowledge that the license is no longer valid.	2	5	5			
5	Removing property, equipment or documents from the workplace unless approved by the appropriate authority.	1	5	2	5	5	
6	Operating state vehicles or equipment without proper authorization or credentials.	2	5	5			
7	Negligently leaving state equipment or machinery, which results in damage to the equipment or other property.	1	5	3	5	5	
8	Releasing a paycheck before the appropriate time.	2	3	3	4	5	
9	Requesting, receiving and cashing a paycheck before the state's designated payday.	2	3	3	5	5	
10	Failure to disclose an arrest or a criminal conviction when disclosure is required by law, regulation, or agency policy.	3	5	4	5	5	
11	Failure to report an accident involving state equipment or vehicles assigned to the employee within 24 hours.	2	5	3	5	4	5

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		Min	Max	Min	Max	Min	Max
G.	Misuse of Information Technology						
1	Use that interferes with employee performance or department functions to include the downloading and using entertainment software such as games or other non-work-related materials, or on-line gambling.	1	5	2	5	3	5
2	Use for activities that are illegal, inappropriate, or offensive to fellow employees or the public such as harassment or hate speech to include language that discriminates against others on the basis of race, religion, gender, disability, national origin, sexual orientation, genetic information or gender identity and expression, or any other state or federal anti-discrimination laws.	1	5	2	5	5	
3	Obtaining unauthorized access to another's e-mail or data files or to confidential records maintained by the Department.	2	4	3	4	5	
4	Accessing, displaying and/or printing material or images that are sexually explicit and which may serve to create a hostile environment in the workplace.	1	4	2	5	5	
5	Use that violates copyright laws, software licensing agreements, property rights, the privacy of others, or local, state, or federal laws.	1	5	3	5	5	
6	Accessing a website that results in a fee being charged to the State.	1	2	3	4	5	
7	Personal use that could slow down, delay, or disrupt computer services such as chain letter, greeting cards, and streaming of radio or TV broadcasts or other audio or video material. Installing or using personal or unauthorized software on state information technology resources without proper authorization and approval.	1	2	3	4	5	
8	Revealing passwords or using another person's user identification or password to access confidential information without authorization.	2	5	3	5	5	
9	Negligent use of information technology that results in the introduction of computer viruses, system monitoring devices or devices that can cause damage or limit access to the equipment, software, or data.	1	5	2	5	4	5
10	Willful sabotage of information technology resources such as the introduction of computer viruses, system monitoring devices, or devices that can cause damage or limit access to the equipment, software, or data.	5					
11	Using state information technology resources, including but not limited to computing and communications equipment, services or facilities for soliciting business, selling products or otherwise engaging in commercial activities.	2	5	3	5	5	
12	Excessive internet usage for personal or non-work-related purposes.	1	3	2	4	3	5

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		Min	Max	Min	Max	Min	Max
13	Intentionally viewing or distributing pornographic material at the premises of the workplace, including, without limitation, intentionally viewing or distributing pornographic material on any computer owned by the State, unless such viewing or distributing is a requirement of the employee's position.	5					
14	Installing or using personal or unauthorized software on state information technology resources without proper authorization and approval.	2	5	3	5	5	
15	Accessing or communicating data not pertaining to official job duties without authorization.	1	4	2	5	3	5
16	Malicious and willful alteration, deletion or other destruction of documents, data, information or other materials stored on any Department information technology system.	5					
H.	Other Acts of Misconduct or Incompatibility						
1	Engage in outside employment activity or enterprise which the appointing authority considers to be inconsistent, incompatible, or a conflict of interest with employment without authorization.	1	3	2	4	5	
2	Disgraceful personal conduct which impairs job performance.	1	4	3	5	5	
3	Accepting or soliciting gifts, service, favor, employment, engagement or economic opportunity from any individual, firm, or organization doing business with DSP or the State when the employee is responsible for making any recommendations or decisions affecting their business activities.	1	5	2	5	3	5
4	Misrepresentation of official capacity or authority.	2	5	4	5	5	
5	Bringing into state and/or DSP owned, leased or occupied buildings any firearm, or implement considered to be a weapon, unless permitted by law to do so.	3	5	4	5	5	
6	Refusal to undergo a criminal background check when it is a requirement of the job by law, regulation, or divisional policy.	5					
7	Conviction of any criminal act related to their work activity or conviction of any criminal act involving moral turpitude when it is related to the employee's work.	2	5	3	5	5	
8	Sleeping on duty or failure to remain fully awake while on duty.	1	5	3	5	5	
9	Providing alcohol or drugs to a trustee.	5					
10	Allow a trustee to make or receive phone calls; arrange for personal visits; arrange for a trustee to receive or send correspondence in any way (internet, e-mail, etc.).	3	5	5			
11	Giving to or accepting a gift from a trustee.	2	5	5			
12	Failure to properly supervise a trustee.	3	5	4	5	5	
13	Engaging in unlawful or unauthorized electronic surveillance or recording of conversations or actions of persons in facilities owned or leased by the State.	3	4	4	5	5	

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
I.	Improper Political Activity						
1	Directly or indirectly solicit or be in any manner concerned in soliciting or receiving any assessment, subscription, monetary, or non-monetary contribution for a political purpose from anyone who is in the same department/DSP and who is a subordinate of the solicitor.	1	5	4	5	5	
2	Engage in political activity during the hours of employment for the purpose of improving the chance of a political party or individual seeking office.	1	3	2	4	3 5	
3	Engage in political activity for the purpose of securing preference for promotion, transfer, or salary advancement.	1	5	2	5	5	
J.	Discrimination and Harassment						
1	Engaging in sexual harassment as defined in federal and state law, the State Executive Branch Sexual Harassment & Discrimination Policy, or DSP policy against employee, an applicant for employment or any other another person in the workplace.	3	5	4	5	5	
2	Discrimination on the basis of race, color, religion, sex, sexual orientation, age, disability, national origin, genetic information, gender identity and expression or other violations of the Title VII of the Civil Rights Act, or any other state or federal anti-discrimination laws.	3	5	4	5	5	
3	Creating or endorsing a hostile work environment.	2	5	3	5	5	
4	Failure of a supervisor to report instances of sexual harassment or discrimination as defined and required in federal and state law, the State Executive Branch Sexual Harassment & Discrimination Policy, or the agency's policy.	1	5	3	5	5	
K.	Safety and Health						
1	Willful removal or interference with a safety device or safeguard.	2	3	2	4	3 5	
2	Dangerous horseplay or inattention that threatens the life of an individual.	2	5	3	5	5	
3	Workplace violence, threat of workplace violence, harassment, or intimidation.	2	5	3	5	5	
4	Endangering self, fellow employees, clients or public through willful or negligent violation of agency policy as contained in performance standards, procedures and various federal and state laws, regulations and guidelines.	2	5	3	5	5	
L.	Relations with Clients						
1	Improper disclosure of protected health information as identified by the Privacy Act of the Health Insurance Portability and Accountability Act (HIPAA).	1	5	2	5	3 5	

ACKNOWLEDGMENT FORM

DEPARTMENT OF SENTENCING POLICY PROHIBITIONS AND PENALTIES

The authority for management to prescribe behavior and conduct standards derives from Chapter 284 of the Nevada Revised Statutes and the *Disciplinary Procedures, Adjustment of Grievances, and Prohibitions and Offenses* sections of the State of Nevada Rules for State Personnel Administration. These regulations provide that each appointing authority shall determine and describe in writing activities that are inconsistent, incompatible, or in conflict with the duties and responsibilities of the State of Nevada Department of Sentencing Policy (DSP) employees.

The Prohibitions and Penalties document is a guide that intends to clarify existing rules and regulations but does not cover all infractions and violations that could conceivably occur. It does, however, cover the majority of situations that are important to DSP management. As a tool, which describes behavior that is subject to discipline, the guide will serve the needs of both supervisory personnel and employees. Additions, deletions or changes to the guide as they are approved by The State Personnel Commission, will be communicated to employees in the same manner as other DSP policies and procedures.

The State Personnel Commission approved this guide; thus, it has the same force and effect as other rules and regulations covering classified employees.

Once signed, this acknowledgment will be placed in the employee's personnel file.

Acknowledgment of Receipt:

I acknowledge receipt of DSP Prohibitions and Penalties.

Print Employee Name

Employee Signature

Employee ID

Date

Human Resources Management Representative or
Immediate Supervisor

Date

Personnel Commission Meeting
December 4, 2020

FOR INFORMATION ONLY

Attached are the minutes of the December 3, 2019, regulation workshop, and the Small Business Impact Statement, as they are related to LCB File No. R123-19, which is proposed for permanent adoption. Also attached are a petition to initiate the amendment of a regulation, the Division of Human Resource Management's response to that petition, as well as written testimony received related to this regulation.

Steve Sisolak
Governor



Peter Long
Interim Director

Robin Hager
Deputy Director

Frank Richardson
Interim Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 684-0122

REGULATIONS WORKSHOP

DATE: December 3, 2019

TIME: 9:00 a.m.

PLACE:	Legislative Counsel Bureau	Grant Sawyer Building
	Room 2135	Room 4412E
	401 S. Carson Street	555 E. Washington Avenue
	Carson City, Nevada	Las Vegas, Nevada

Workshop Minutes

Staff present in Carson City:

Frank Richardson, Interim Administrator, Division of Human Resource Management, DHRM
Michelle Garton, Supervisory Personnel Analyst, Consultation & Accountability, DHRM
Beverly Ghan, Deputy Administrator, DHRM
Carrie Hughes, Personnel Analyst, Consultation & Accountability DHRM

Others present in Carson City:

Lisa Kreskey, Environmental Scientist, DCNR
Matt Donaldson, Environmental Scientist, DCNR
Teri Hack, Personnel Analyst, DCNR
Mary Gordon, Personnel Officer, NDOT
Kim Eberly, Personnel Analyst, DMV
Kara Sullivan, Supervisory Personnel Analyst, Recruitment, DHRM
Rosana Woomer Personnel Analyst, DHRM
Sandy Finley, Personnel Analyst, DHRM
Katie Holmberg, Personnel Officer, OPM
Emily Kuhlman, Personnel Officer, DHHS-DPBH
Logan Kuhlman, Personnel Officer, DHHS-DHCFP

Others present in Las Vegas:

Stephanie Lan, Personnel Analyst, DMV

Angela Santos, Personnel Officer, DMV

Heather Dapice, Supervisory Personnel Analyst, DHRM

Chris Walsh, Personnel Officer, DHRM

1. Call to Order

DHRM Supervisory Personnel Analyst Michelle Garton called the workshop to order and explained that based on the feedback received, proposed language may be changed or deleted, and a group of regulations may be affected. If the regulations are submitted to the Personnel Commission for adoption, amendment or repeal, the minutes from the workshop and any other comments received will be provided to the Personnel Commission when the regulation is presented for their consideration. Staff will provide an explanation of the proposed changes and provide time for comments from the audience.

2. Review of proposed changes to NAC 284

284.650 Causes for disciplinary or corrective action.

Carrie Hughes, Personnel Analyst with DHRM, explained the amendment will remove the ability to discipline employees, who have no business reason to carry a firearm but hold a permit to concealed carry, for carrying a concealed firearm on the premises of the public building in which they are employed.

This amendment is the result of employees petitioning the Division of Human Resource Management to align the provisions of NRS 202.3673 and NAC 284.650, due to their security concerns.

Carrie Hughes stated as these are the proposed changes to these regulations, DHRM would welcome any discussions or thoughts that the audience may have.

Ms. Lisa Kreskey, an Employee with the State of Nevada stated she and her coworker submitted a petition due to the increase in mass shootings in the country over the last couple of years as well as the limited security in their building.

Ms. Kreskey stated they had requested the one regulation and the one statute be more in alignment with each other.

Ms. Kreskey stated she submitted the memo to Administrator Long and asked to read the memo and stated the memo had been slightly altered since she first submitted it

.

Matt Donaldson, an Employee with the State of Nevada clarified that he and Ms. Kreskey were on leave and not representing their Division.

Ms. Lisa Kreskey stated on July 10, 2017 the Administrator of her Division announced they had been issued metal door bars to assist in building security.

Ms. Kreskey stated the bars were to block out access to employees from an active shooter by wedging the door.

Ms. Kreskey stated the number of mass shootings has tragically increased in the last 20 years primarily since the horrific episode in Colorado at Columbine High School.

Ms. Kreskey stated many such tragedies had taken place including in Carson City in September of 2011 when a mentally disturbed individual walked in to the IHOP and gunned down 5 people and wounded many more.

Ms. Kreskey stated her building has limited physical security and anyone can enter the elevators during normal business hours, go to any floor and cause any manner of trouble they wished.

Ms. Kreskey stated as a public employee with a background in municipal law enforcement, she was deeply concerned by the poor security in her building.

Ms. Kreskey stated the nation-wide increase in mass shootings has been terrifying.

Ms. Kreskey stated when the door bars were issued, she was struck by the fact the bars would not prevent an active shooter from simply firing through a door or wall neither of which is very thick.

Ms. Kreskey stated on May 31, 2019, a disgruntled employee of the Virginia Beach Municipal Center entered his place of work and opened fire on his coworkers.

Ms. Kreskey stated not one of those people could defend themselves due to the building being a posted 'gun free' zone and an associated 'gun free' policy at the workplace; 12 people were killed.

Ms. Kreskey stated in 2011, she along with several other public employees were threatened with shooting by a member of the regulated community.

Ms. Kreskey stated anytime they entered this man's property, they had to be surrounded by armed police officers.

Ms. Kreskey stated with signs on the doors that declare the building a 'gun free' zone, her offices are potential targets for mentally ill persons seeking to do great harm.

Ms. Kreskey stated according to the Crime Prevention Research Center, 98.4 percent of mass shootings are conducted with a posted 'gun free' policy and that such zones are nothing more than 'murder magnets'.

Ms. Kreskey stated according to the Bureau of Justice statistics, only 28 percent of calls for violent crime are answered by police within 5 minutes or less.

Ms. Kreskey stated one active shooter can do incredible damage and take many lives by the time police can respond.

Ms. Kreskey stated she and her coworker approached their Bureau Chief to request that eligible, permitted employees be allowed to carry concealed firearms to defend themselves and their coworkers in the event of an active shooter.

Ms. Kreskey stated they had several meetings with upper management between April 2018 and 2019 but ran into a problem with the interpretation of NAC 284.650 as it directly contradicts NRS 202.3673.

Ms. Kreskey stated the latter, paraphrased, allows persons with a CCW (Carrying a Concealed Weapons permit) to carry their firearm in a public building which they work as long as it is not the type of building where such weapons are banned such as airports, courthouses, schools and other facilities.

Ms. Kreskey stated NAC 284.650(20) stated if a weapon is not needed for the execution of the State employee's duty, he or she can be punished for carrying it.

Ms. Kreskey stated NAC 284.650 stated appropriate disciplinary action may be taken for any of the following causes: subsection 20, carrying while on the premises of a workplace any firearm which is not required for the performance of the employee's current job duties or authorized by his or her appointing authority.

Ms. Kreskey stated she and her coworker had initially requested that subsection 20 be stricken entirely from the regulation, however, the Division of Human Resource Management proposed not deleting the clause but adding language to it.

Ms. Kreskey stated that language was 'this subsection does not apply when an employee who is authorized to carry a concealed firearm does so in the public building in which he or she is employed'.

Ms. Kreskey stated she and her coworker greatly appreciate the consideration given to their request but feel the word 'authorized' in the proposed language is open to interpretation.

Ms. Kreskey asked if the word 'authorized' referred to authorization given to the issuance of a CCW permit, or does it refer to authorization given by the Department Administrator.

Ms. Kreskey stated when employees as field inspectors are in State vehicles, that car or truck is their building and for the period of time in the field it is their office, their place of employment.

Ms. Kreskey stated on many occasions, she had broken down and was stranded in remote locations with no law enforcement and no means of defending herself while waiting for a tow truck.

Ms. Kreskey stated the ability to carry personal protection while stranded in a State vehicle is crucial to personal safety.

Ms. Kreskey stated there are no provisions in NRS 202.3673 prohibiting this act, therefore they are asking the proposed language in NAC 284.650 be amended to ‘this subsection does not apply when an employee who is authorized by a CCW permit to carry a concealed firearm does so in the public building in which he or she is employed or a State vehicle in which he or she is assigned’.

Ms. Kreskey thanked the panel for the opportunity to air their concerns.

Michelle Garton, with DHRM, thanked Ms. Kreskey for the memo and for the specific proposed language.

Michelle Garton, with DHRM, asked for any feedback or concerns.

There were no comments in Carson City or in Las Vegas.

284.726 Access to confidential records.

Michelle Garton, with DRHM, stated the amendment to this regulation will require the release by an appointing authority of records requested by the Division of Human Resource Management in the course a sexual harassment or discrimination investigation.

In the past, the Division has experienced difficulties obtaining such relevant records and the intent of the amendment to this regulation is to resolve this challenge.

Michelle Garton, with DHRM, asked for any feedback or concerns.

There were no comments in Carson City or in Las Vegas.

Michelle Garton, with DHRM, stated items that move forward will be sent to the Legislative Counsel Bureau for pre-adoption review and potentially discussed at an upcoming Personnel Commission meeting either in March or June of 2020, depending on the length of the pre-adoption review process.

3. Adjournment

After thanking everyone for attending and participating, Ms. Garton adjourned the workshop at approximately 9:12 am.

Steve Sisolak
Governor



Laura E. Freed
Director

Colleen Murphy
Deputy Director

Peter Long
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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Regulation Small Business Impact Statement

Section 15 of Article 15 of the Nevada Constitution requires the Legislature to provide for a State merit system governing the employment of employees in the Executive Branch of State government and in 1969 the Legislature provided for such in NRS 284. Additionally, NRS 284.013 provides limitations to which employees of the Executive Branch are covered by NRS 284. NRS 284.065 authorizes the Personnel Commission to adopt regulations to carry out the provisions of this chapter.

Due to the limitations of the Nevada State Constitution and NRS 284, the Division of Human Resource Management staff has determined that the adoption of this proposed regulation does not affect small businesses, impose a significant economic burden on small businesses, nor will it restrict the formation, operation or expansion of small business. These regulations only impact employees moving into the nonclassified, classified, or unclassified service of the Executive Branch.

I certify that to the best of my knowledge or belief, a concerted effort was made to determine the impact of the proposed regulation on small business and that the information contained in this statement was prepared properly and is accurate.

Peter Long

Peter Long, Administrator

10/20/2020

Date

Lisa A. Kreskey
lakreskey@charter.net
(775) 224-0236 (c)

Matthew Donaldson
mattbdonaldson@gmail.com
(775) 857-7299 (c)

August 12, 2019

Ms. Carrie Lee
Nevada State Personnel Commission
209 E. Musser Street, Suite 101
Carson City, Nevada 89701

RE: Contradiction in NAC 284.650 With NRS 202.3673 - Request for Repeal of Portion of NAC 284.650

Dear Ms. Lee:

We are Nevada State employees assigned to the Division of Environmental Protection. Lisa Kreskey is a former peace officer, having served as a garrison military police (MP) officer. Garrison MPs are "city cops" and do not deploy with the troops; their mission is strictly municipal law enforcement and have little to do with control and confinement with prisoners of war (one of the MP's primary missions). Kreskey has also served in several security jobs in the past that required proficient weapons usage and semi-annual firearms qualification. Matthew Donaldson is a former safety coordinator with the Bureau of Mining Regulation and Reclamation. We present ourselves as NDEP employee representatives who are extremely concerned about security in State buildings. Several Nevada State departments, including the Department of Administration and the Department of Public Safety, have concealed carry policies but not the Department of Conservation and Natural Resources.

We have spent numerous hours over the past 15 months attempting to work with NDEP administration to implement security in the Bryan Building, without success. We were willing to drop a request for a concealed carry policy as long as *some form* of security was placed in the main lobby. NAC 284.650 was used as one reason for not permitting a carry policy. The relevant section of NAC 284.650 used for justification of NDEP administration's position states "*20. Carrying, while on the premises of the workplace, any firearm which is not required for the performance of the employee's current job duties or authorized by his or her appointing authority.*"

We were told by the NDEP Administrator that if we did not concur with Nevada State regulation NAC 284.650, we were free to attempt to change it. It was suggested that we contact you so we can be heard by the Nevada Personnel Commission.

According to the Crime Prevention Research Center, from 1950 to 2016, 98.4% of all mass shootings have occurred in posted "gun free" zones. The Bryan building at Stewart Street is a gun free zone with signs posted at all entrances. Ms. Kreskey was threatened with violence in 2011 by a member of the regulated community; other employees have reported "scary" encounters with persons entering the Bryan Building unannounced and making demands. According to the FBI, in 2016 and 2017 there were a total of 50 active-shooter situations, 20 in 2016, and 30 in 2017. These shooters inflicted a total of 943 casualties, with 221 people killed. Per the FBI, during 2016-2017 timeframe, six armed citizens confronted active shooters. They stopped the shooting four times (in one case, the shooter fled to a different site and continued shooting, and in the other the armed citizen was wounded before he could stop the shooting).

In 2017, the NDEP Administrator issued "door security bars" as protection against active shooters in the building. The idea is that employees would secure themselves in various rooms by jamming an adjustable stick/bar under the door handles. Unfortunately, an active shooter could simply fire through the doors or walls. Employees have *no ability* to defend themselves despite the provisions of NRS 202.3673:

NRS 202.3673 Permittee authorized to carry concealed firearm while on premises of public building; exceptions; penalty.

1. *Except as otherwise provided in subsections 2 and 3, a permittee may carry a concealed firearm while the permittee is on the premises of any public building.*

2. *A permittee shall not carry a concealed firearm while the permittee is on the premises of a public building that is located on the property of a public airport.*

3. *A permittee shall not carry a concealed firearm while the permittee is on the premises of:*

(a) *A public building that is located on the property of a public school or a child care facility or the property of the Nevada System of Higher Education, unless the permittee has obtained written permission to carry a concealed firearm while he or she is on the premises of the public building pursuant to subparagraph (3) of paragraph (a) of subsection 3 of NRS 202.265.*

(b) *A public building that has a metal detector at each public entrance or a sign posted at each public entrance indicating that no firearms are allowed in the building, unless the permittee is not prohibited from carrying a concealed firearm while he or she is on the premises of the public building pursuant to subsection 4. [emphasis added]*

4. *The provisions of paragraph (b) of subsection 3 do not prohibit:*

(a) *A permittee who is a judge from carrying a concealed firearm in the courthouse or courtroom in which the judge presides or from authorizing a permittee to carry a concealed firearm while in the courtroom of the judge and while traveling to and from the courtroom of the judge.*

(b) *A permittee who is a prosecuting attorney of an agency or political subdivision of the United States or of this State from carrying a concealed firearm while he or she is on the premises of a public building.*

(c) *A permittee who is employed in the public building from carrying a concealed firearm while he or she is on the premises of the public building.*

(d) *A permittee from carrying a concealed firearm while he or she is on the premises of the public building if the permittee has received written permission from the person in control of the public building to carry a concealed firearm while the permittee is on the premises of the public building.*

5. *A person who violates subsection 2 or 3 is guilty of a misdemeanor.*

6. *As used in this section:*

(a) *"Child care facility" has the meaning ascribed to it in paragraph (a) of subsection 5 of NRS 202.265.*

(b) *"Public building" means any building or office space occupied by:*

(1) *Any component of the Nevada System of Higher Education and used for any purpose related to the System; or*

(2) *The Federal Government, the State of Nevada or any county, city, school district or other political subdivision of the State of Nevada and used for any public purpose.*

È If only part of the building is occupied by an entity described in this subsection, the term means only that portion of the building which is so occupied.

(Added to NRS by 1995, 2725; A 1997, 63; 1999, 2767; 2007, 1914)

Per this statute, Nevada State employees may carry concealed weapons at their place of work (with exceptions as stated above) as long as he/she is legally permitted to do so. Ms. Kreskey, as a former law enforcement official, has maintained a license to carry. While in negotiations with the NDEP administration to allow employees to carry per this statute, a contradiction was discovered with NAC 284.650.

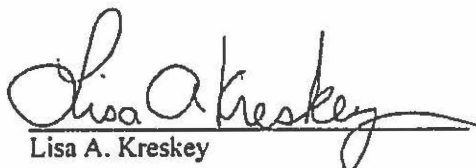
NAC 284.650 Causes for disciplinary action. (NRS 284.065, 284.155, 284.383)
Appropriate disciplinary or corrective action may be taken for any of the following causes:


1. Activity which is incompatible with an employee's conditions of employment established by law or which violates a provision of NAC 284.653 or 284.738 to 284.771, inclusive.
 2. Disgraceful personal conduct which impairs the performance of a job or causes discredit to the agency.
 3. The employee of any institution administering a security program, in the considered judgment of the appointing authority, violates or endangers the security of the institution.
 4. Discourteous treatment of the public or fellow employees while on duty.
 5. Incompetence or inefficiency.
 6. Insubordination or willful disobedience.
 7. Inexcusable neglect of duty.
 8. Fraud in securing appointment.
 9. Prohibited political activity.
 10. Dishonesty.
 11. Abuse, damage to or waste of public equipment, property or supplies because of inexcusable negligence or willful acts.
 12. Drug or alcohol abuse as described in NRS 284.4062 and NAC 284.884.
 13. Conviction of any criminal act involving moral turpitude.
 14. Being under the influence of intoxicants, a controlled substance without a medical doctor's prescription or any other illegally used substances while on duty.
 15. Unauthorized absence from duty or abuse of leave privileges.
 16. Violation of any rule of the Commission.
 17. Falsification of any records.
 18. Misrepresentation of official capacity or authority.
 19. Violation of any safety rule adopted or enforced by the employee's appointing authority.
 20. Carrying, while on the premises of the workplace, any firearm which is not required for the performance of the employee's current job duties or authorized by his or her appointing authority.
 21. Any act of violence which arises out of or in the course of the performance of the employee's duties, including, without limitation, stalking, conduct that is threatening or intimidating, assault or battery.
 22. Failure to participate in any investigation of alleged discrimination, including, without limitation, an investigation concerning sexual harassment.
 23. Failure to participate in an administrative investigation authorized by the employee's appointing authority.
- [Personnel Div., Rule XII § D, eff. 8-11-73]-(NAC A by Dep't of Personnel, 10-26-84; 7-22-87; 12-26-91; 7-1-94; 11-16-95; R031-98, 4-17-98; A by Personnel Comm'n by R065-98, 7-24-98; R147-06, 12-7-2006)

According to NRS 202.3673, permitted employees are allowed to carry concealed weapons while at their place of employment. But according to NAC 284.650, the same employees can be disciplined for doing so.

We are asking that item #20 be stricken from NAC 284.650 as it directly contradicts NRS 202.3673. Please notify us as to the procedure we must follow to amend this regulation and prevent State employees who wish to exercise their right per NRS 202.3673 from receiving arbitrary discipline. Thank you.

Sincerely,


Lisa A. Kreskey


Matthew Donaldson

Steve Sisolak
Governor



Deonne E. Contine
Director

Robin Hager
Deputy Director

Peter Long
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 684-0122

MEMORANDUM

September 12, 2019

TO: Lisa A Kreskey
Matthew Donaldson

FROM: Peter Long, Administrator *Peter Long*
Division of Human Resource Management

SUBJECT: Petition for Amendment of Regulation that Pertains to NAC 284

The Division of Human Resource Management would like to thank you for submitting your petition to repeal a portion of NAC 284.650 that you feel contradicts NRS 202.3673.

After careful review and consideration by Division staff, we have initiated revisions to the regulation. As part of the regulation making process, proposals will be discussed at regulation workshops where comments will be solicited from affected parties regarding regulations proposed for permanent adoption. If the regulation is submitted to the Personnel Commission for adoption, the minutes documenting discussions from the workshops will be included for review. We will keep you apprised of any upcoming Notice of Workshops, Personnel Committee meetings, and other information related to the regulation.

Regulation making is an interactive process that encourages employees and other stakeholders to engage in conversations about proposed regulations. We encourage all stakeholders to attend workshops and meetings to provide feedback on regulations. Thank you again for submitting your petition regarding the above regulation. We look forward to your involvement throughout the process.

If you have any questions, please contact Frank Richardson at frichardson@admin.nv.gov or (775) 684-0105 or Michelle Garton at mgarton@admin.nv.gov or (775) 684-0136.

Memorandum

From: Lisa A. Kreskey *LAK*
Matthew B. Donaldson *[Signature]*

To: Peter Long, Administrator
Division of Human Resource Management

Date: November 19, 2019

Statement Regarding Proposed Change to NAC 284.650

On July 10, 2017, the administrator of my Nevada State Division announced that we had been issued metal door bars to assist in building security. The bars were, ostensibly, to block out access to employees by an active shooter by wedging a bar behind the door. The number of mass shootings has tragically increased over the past 20 years, primarily since the horrific episode in Colorado at the Columbine High School. Many more such tragedies have taken place, including in Carson City in September 2011 when a mentally disturbed individual walked into the IHOP and gunned down 5 people and wounded many more.

Our building has no physical security. Anyone can enter the elevator during normal business hours, go to any floor and cause any manner of trouble if they so wished.

As a public employee with a background in municipal law enforcement, I was deeply concerned by the poor security in our building. The nation-wide increase in mass shootings has been terrifying. When the door bars were issued in our building, I was struck by the fact that such bars would not prevent an active shooter from simply firing through a door or wall, neither of which is terribly thick.

In 2011, I along with several other public employees, was threatened with shooting by a member of the regulated community. Any time we entered this man's property, we had to be surrounded by armed police officers.

With signs on our doors declaring the building to be a "gun free zone", our offices are potential targets for mentally ill persons seeking to do great harm. According to the Crime Prevention Research Center, 98.4% of all mass shootings are conducted in posted "gun free zones". Such zones are nothing more than murder magnets. Additionally, according to the Bureau of Justice Statistics, only 28% of calls for violent crimes are answered by police within 5 minutes or less. One active shooter can do incredible damage and take many lives by the time police can respond.

Initially, my co-worker and I approached our bureau chief to request that eligible [permitted] employees be allowed to conceal carry firearms to defend themselves and their co-workers in the event of an active shooter. We had several meetings with our upper management but ran into a problem with the interpretation of NAC 284.650; it directly contradicts NRS 202.3673.

The latter, paraphrased, allows persons with a concealed carry weapon (CCW) permit to carry their firearm in the public building in which they work as long as it is not a type of building where such weapons are banned, such as airports, courthouses, schools, and other similar facilities. But NAC 284.650, subsection 20, states that if the weapon is not needed in the execution of the State employee's duty, they can be punished for carrying it. NAC 284.650 reads:

NAC 284.650 Causes for disciplinary action. (NRS 284.065, 284.155, 284.383) Appropriate disciplinary or corrective action may be taken for any of the following causes:

20. Carrying, while on the premises of the workplace, any firearm which is not required for the performance of the employee's current job duties or authorized by his or her appointing authority.

My co-worker and I had initially requested that subsection 20 be stricken from the regulation entirely. The Division of Human Resource Management has proposed not deleting the clause, but adding language to it:

This subsection does not apply when an employee who is authorized to carry a concealed firearm does so in the public building in which he or she is employed.

My co-worker and I greatly appreciate the consideration given to our request. But we feel that the word "authorized" in the proposed new language is open to interpretation. Does the word "authorized" refer to the authorization given with the issuance of a CCW permit, or does it refer to authorization given by a department administrator?

Additionally, when we, as field inspectors, are in State vehicles, that car or truck is our "building" for the period of time we are in the field; it is our place of employment. On many occasions I have broken down, stranded in a remote location with law enforcement miles away and no means of defending myself while waiting for a tow truck. The ability to carry a weapon while stranded in a State vehicle is also critical to personal safety. There are no provisions in NRS 202.3673 prohibiting this act.

Therefore, we are asking that the proposed language in NAC 284.650 be amended to:

This subsection does not apply when an employee who is authorized by a CCW Permit to carry a concealed firearm does so in the public building in which he or she is employed or a State vehicle with which he or she is assigned.

We thank you for this opportunity to air our concerns about this regulation.

RECEIVED
NOV 22 2019

NEVADA DIV. OF HR MANAGEMENT
ADMINISTRATOR'S OFFICE
CARSON CITY, NEVADA

Personnel Commission Meeting
December 4, 2020

FOR DISCUSSION AND POSSIBLE ACTION

The following regulation has been proposed for permanent adoption. A brief explanation precedes the regulation and summarizes the intent of the regulation change. **NOTE:** Language in *italics* is new, and language in brackets ~~omitted material~~ is to be omitted.

The following summarizes the recommended action of the Personnel Commission and identifies if there has been support or opposition to the proposed action.

LCB File No. R123-19

The Division of Human Resource Management recommends the regulation amendments contained in LCB File No. R123-19. The recommended amendments achieve the objective of bringing NAC 284.650 into alignment with NRS 202.3673.

Section 1 of this LCB File establishes a regulation to require that an employee notify his or her appointing authority or designated representative prior to carrying a concealed firearm in the public building where he or she is employed. Establishing this requirement is necessary to support the ability to discipline an employee for failure to making such notification.

Section 2 of this LCB File allows that appropriate disciplinary or corrective action may be taken against an employee who fails to provide notification to the appointing authority or designated representative that he or she is carrying a concealed firearm at the public building which he or she is employed.

At the December 3, 2019, regulation workshop, State of Nevada employee Lisa Kreskey provided testimony in support of amending NAC 284.650 to bring it into alignment with NRS 202.3673.

EXPLANATION OF PROPOSED CHANGES
LCB File No. R123-19

Section 1: NEW Employee who is authorized by law and carries a concealed firearm: Notification to appointing authority required.

This new regulation establishes the requirement that an employee with a concealed carry permit who carries a concealed firearm in the public building in which he or she is employed, must notify the appointing authority or designated representative.

Sec. 2: NAC 284.650 Causes for disciplinary or corrective action.

This amendment is intended to bring NAC 284.650 into alignment with NRS 202.3673 and establishes the provision that will allow for disciplinary or corrective action for failure to notify the appointing authority or designated representative as required by Section 1 of this LCB File.

**PROPOSED REGULATION OF
THE PERSONNEL COMMISSION**

LCB File No. R123-19

March 10, 2020

EXPLANATION – Matter in *italics* is new; matter in brackets ~~omitted material~~ is material to be omitted.

AUTHORITY: §1, NRS 284.065 and 284.155; §2, NRS 284.065, 284.155, 284.383 and 284.385.

A REGULATION relating to the State Personnel System; requiring a state employee who holds a permit to carry a concealed firearm to provide notification to the appointing authority or designated representative thereof that the employee will be carrying a concealed firearm on the premises of the public building in which he or she is employed; authorizing disciplinary or corrective action to be taken against such an employee for failing to provide such notification; and providing other matters properly relating thereto.

Legislative Counsel's Digest:

Existing law generally authorizes a person who holds a valid permit to carry a concealed firearm to carry a concealed firearm while the permittee is on the premises of any public building, but a permittee is prohibited from carrying a concealed firearm while on the premises of certain public buildings, including a public building that has a metal detector at each public entrance or a sign posted at each public entrance indicating that no firearms are allowed in the building. However, existing law also provides an exception to such a prohibition if the permittee is employed in the public building. (NRS 202.3673)

Existing law requires the Personnel Commission of the Division of Human Resource Management of the Department of Administration to adopt regulations to carry out the provisions of law governing the State Personnel System. (NRS 284.065) Existing law also requires the Commission to adopt a code of regulations for the classified service of the State of Nevada, which is comprised of all positions in the public service that are lawfully designated as being in the classified service and filled according to merit and fitness from eligible lists prepared upon the basis of examination. (NRS 284.150, 284.155) Existing law further requires the Commission to adopt regulations that set forth a system for administering disciplinary measures against a state employee in which less severe measures are generally applied first and, if such measures fail to correct the employee's deficiencies, more severe measures are then applied. (NRS 284.383) Existing regulations set forth provisions relating to when a warning or written reprimand may be issued against an employee and when an employee may be suspended, demoted or dismissed. (NAC 284.638, 284.642, 284.646) Existing regulations also set forth

various situations in which appropriate disciplinary or corrective action may be taken against an employee. (NAC 284.650)

Section 1 of this regulation requires an employee who possesses a permit to carry a concealed firearm and is authorized by existing law to carry a concealed firearm while on the premises of the public building in which he or she is employed to notify, before the employee carries a concealed firearm on the premises of the public building, the appointing authority or a designated representative of the appointing authority that the employee will be carrying the concealed firearm. **Section 2** of this regulation provides that appropriate disciplinary or corrective action may be taken against an employee who fails to provide such notification.

Section 1. Chapter 284 of NAC is hereby amended by adding thereto a new section to read as follows:

If an employee is authorized pursuant to NRS 202.3673 to carry a concealed firearm while on the premises of the public building in which he or she is employed, the employee must, before the employee carries a concealed firearm on the premises of the public building, notify the appointing authority or a designated representative of the appointing authority that the employee will be carrying the concealed firearm.

Sec. 2. NAC 284.650 is hereby amended to read as follows:

284.650 Appropriate disciplinary or corrective action may be taken for any of the following causes:

1. Activity which is incompatible with an employee's conditions of employment established by law or which violates a provision of NAC 284.653 or 284.738 to 284.771, inclusive.
2. Disgraceful personal conduct which impairs the performance of a job or causes discredit to the agency.
3. The employee of any institution administering a security program, in the considered judgment of the appointing authority, violates or endangers the security of the institution.
4. Discourteous treatment of the public or fellow employees while on duty.
5. Incompetence or inefficiency.

6. Insubordination or willful disobedience.
7. Inexcusable neglect of duty.
8. Fraud in securing appointment.
9. Prohibited political activity.
10. Dishonesty.
11. Abuse, damage to or waste of public equipment, property or supplies because of inexcusable negligence or willful acts.
12. Drug or alcohol misuse as described in NRS 284.4062 and NAC 284.884.
13. Conviction of any criminal act involving moral turpitude.
14. Being under the influence of intoxicants, a controlled substance without a medical doctor's prescription or any other illegally used substances while on duty.
15. Unauthorized absence from duty or abuse of leave privileges.
16. Violation of any rule of the Commission.
17. Falsification of any records.
18. Misrepresentation of official capacity or authority.
19. Violation of any safety rule adopted or enforced by the employee's appointing authority.
20. Carrying, while on the premises of the workplace, any firearm which is not required for the performance of the employee's current job duties or authorized by his or her appointing authority.
21. *Failure of an employee who is authorized pursuant to NRS 202.3673 to carry a concealed firearm while on the premises of the public building in which he or she is employed to notify the appointing authority or a designated representative of the appointing authority, in*

accordance with section 1 of this regulation, that the employee will be carrying the concealed firearm.

22. Any act of violence which arises out of or in the course of the performance of the employee's duties, including, without limitation, stalking, conduct that is threatening or intimidating, assault or battery.

~~22.~~ 23. Failure to participate in any investigation of alleged discrimination, including, without limitation, an investigation concerning sexual harassment.

~~23.~~ 24. Failure to participate in an administrative investigation authorized by the employee's appointing authority.

~~24.~~ 25. Failure to report the suspension, revocation or cancellation of a professional or occupational license, certificate or permit or driver's license when required pursuant to NAC 284.652.

Personnel Commission Meeting
December 4, 2020

FOR INFORMATION ONLY

Attached is Assembly Bill 3 of the 31st Special Legislative Session for your reference in consideration of the emergency regulation.

Assembly Bill No. 3–Committee of the Whole

CHAPTER.....

AN ACT relating to state financial administration; reducing certain appropriations and other money budgeted for Fiscal Year 2020-2021; authorizing certain sums appropriated to the Department of Health and Human Services to be transferred among the various budget accounts of the Department under certain circumstances; requiring the transfer of certain money to the State General Fund; revising various provisions relating to the authority for such transfers; authorizing certain expenditures; temporarily suspending the transfer from the State General Fund to the Account to Stabilize the Operation of the State Government for Fiscal Year 2020-2021; temporarily increasing the limitation on the amount of annual leave that certain state employees are authorized to carry forward to the next calendar year; providing for a 1-month suspension during Fiscal Year 2020-2021 of the payment of subsidies by the State to the Public Employees' Benefits Program for group insurance for certain active and retired public officers and employees; requiring state employees to take a certain number of hours of unpaid furlough leave during a certain period of Fiscal Year 2020-2021; providing exceptions and requirements relating to the furlough leave; and providing other matters properly relating thereto.

Legislative Counsel's Digest:

The Legislature appropriated various sums of money for the support of the government of the State of Nevada and for other specific purposes during the 2019 Legislative Session. **Sections 1-8, 10-14, 16-56 and 57-81** of this bill reduce certain appropriations for Fiscal Year 2020-2021.

Existing law provides a procedure for the revision of the work program of any department, institution or agency of the Executive Department of the State Government. (NRS 353.220) During the remainder of Fiscal Year 2020-2021, **section 15** of this bill authorizes the transfer of certain sums appropriated to the Department of Health and Human Services among the various budget accounts of the Department in the same manner and within the same limits as allowed for revisions of work programs in NRS 353.220. **Section 15** also provides that the appropriations made to the Supreme Court of Nevada for Fiscal Year 2019-2020 and Fiscal Year 2020-2021 are available for both fiscal years and authorizes transfers of such money among certain budget accounts of the Supreme Court and from one fiscal year to the other upon certain approval.

Section 82 of this bill reduces the current amount of money budgeted for Fiscal Year 2020-2021 for certain programs and services of various state agencies and provides for the reversion of those amounts to the State General Fund at the close of Fiscal Year 2020-2021.

Sections 83-107 of this bill require the State Controller to transfer various sums of money from certain funds and accounts in Fiscal Year 2020-2021 to the State General Fund Budget Reserve Account to offset the difference between projected



revenues and collections and to be used only as necessary to meet existing and future obligations of the State. **Section 108** of this bill provides for the reversion of those amounts to the State General Fund at the close of Fiscal Year 2020-2021. **Sections 9 and 120-131** of this bill specifically authorize such transfers in provisions in existing law. **Sections 109-118** of this bill authorize certain additional expenditures by various state agencies for certain purposes. **Sections 56.5 and 118.5** of this bill authorize the Department of Health and Human Services to accept additional federal money during Fiscal Year 2019-2020 or Fiscal Year 2020-2021 for the Nevada Medicaid budget and the Nevada Check-Up Program budget to support those budgets without requiring an offsetting decrease in State General Fund appropriations.

The Account to Stabilize the Operation of the State Government, also known as the Rainy Day Account, is a special revenue fund into which surplus state revenues are deposited to be used in case of fiscal emergencies. Under existing law, the State Controller is required to transfer from the State General Fund to the Account to Stabilize the Operation of the State Government at the beginning of each fiscal year that begins on or after July 1, 2017, 1 percent of the total anticipated revenue projected for that fiscal year by the Economic Forum in May of odd-numbered years, as adjusted by any legislation enacted by the Legislature that affects state revenue for that fiscal year. (NRS 353.288) **Section 119** of this bill suspends this transfer to be made for Fiscal Year 2020-2021.

Under existing law, employees in the Executive Department of the State Government are entitled to a prescribed amount of annual leave for each month of continuous public service. With certain exceptions, existing law provides that any annual leave in excess of 30 working days must be used before January 1 of the year following the year in which the annual leave in excess of 30 working days is accumulated or the amount of annual leave in excess of 30 working days is forfeited on that date. (NRS 284.350) For purposes of calendar years 2020 and 2021, **sections 123.5 and 135** of this bill increase to 40 working days the limitation on the amount of annual leave that an employee is authorized to carry forward from each of those calendar years to the next calendar year.

Existing law requires each state agency that participates in the Public Employees' Benefits Program to pay to the Program a monthly assessment for each state officer and employee who is employed by the agency on a permanent and full-time basis and who elects to participate in the Program. (NRS 287.044, 287.0445) In addition, the State is also required to pay to the Program a portion of the cost of the premiums or contributions for group insurance for persons who retire with state service and continue to participate in the Program. (NRS 287.046) The monthly amounts of these subsidies are established for each fiscal year biennially. (See, e.g., chapter 523, Statutes of Nevada 2019, p. 3118) **Section 131.1** of this bill provides for a state agency premium holiday by requiring that a participating state agency only pay such subsidies for 11 months in Fiscal Year 2020-2021. Although a corresponding premium holiday is not provided for the state officers and employees and retirees in this bill, **section 131.1** specifically provides that those state officers and employees and retirees must not be required to pay the portion of the cost of the premiums and contributions that would have otherwise been paid by the State during the one month of the premium holiday.

Section 131.2 of this bill requires each full-time state employee to take 48 hours of unpaid furlough leave, and part-time employees to take a proportional amount of such hours, during the period between January 1, 2021, and June 30, 2021, unless: (1) the employee's position is exempted from this requirement pursuant to **section 131.4** of this bill because the employee is determined to fill a position of critical need; or (2) the employee is employed by the Department of



Tourism and Cultural Affairs and has a standard workweek of 32 hours or less. If an employee's position is exempted from the furlough requirement, **section 131.4** requires that the employee's salary be reduced by 4.6 percent during the period between January 1, 2021, and June 30, 2021, that the position is not subject to furlough leave. **Section 131.3** of this bill provides that state employees and employees of the other employers who participate in the Public Employees' Retirement System who take furlough leave due to extreme financial need are held harmless in the accumulation of retirement service credit and reported salary for purposes of their retirement. **Sections 134.5 and 135** of this bill eliminate the furlough leave requirements if the State of Nevada receives certain federal money.

Section 131.6 of this bill provides that if additional federal money is made available to the State of Nevada, the Chief of the Budget Division of the Office of Finance is required to disburse the money to restore budgetary reductions in this bill and other purposes in a prescribed priority order.

Section 132 of this bill provides that the provisions of this bill do not apply to the extent that they would constitute an impairment of the rights of holders of bonds or similar obligations issued by the State.

EXPLANATION – Matter in *bolded italics* is new; matter between brackets ~~omitted material~~ is material to be omitted.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN
SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. Section 3.8 of chapter 636, Statutes of Nevada 2019, at page 4512, is hereby amended to read as follows:

Sec. 3.8. 1. There is hereby appropriated from the State General Fund to the Nevada Commission on Mentoring created by NRS 385.760, as amended by section 1 of ~~this act,~~ *chapter 636, Statutes of Nevada 2019, at page 4508*, for the purpose of awarding grants of money to mentorship programs in accordance with the provisions of NRS 385.780, as amended by section 3 of ~~this act,~~ *chapter 636, Statutes of Nevada 2019, at page 4510*, the following ~~sums:~~ *sum:*

For the Fiscal Year 2019-2020..... \$25,000
~~For the Fiscal Year 2020-2021 \$25,000~~

2. Any *remaining* balance of the ~~sums~~ *sum* appropriated by subsection 1 ~~remaining at the end of the respective fiscal years~~ must not be committed for expenditure after June 30 ~~of the respective fiscal years~~ , *2020*, by the entity to which the appropriation is made or any entity to which money from the appropriation is granted or otherwise transferred in any manner, and any portion of the appropriated money remaining must not be spent for any purpose after September 18, 2020, ~~and September 17, 2021, respectively,~~ by either the entity to which the money was appropriated or the entity to which the money was



subsequently granted or transferred, and must be reverted to the State General Fund on or before September 18, 2020 . ~~[and September 17, 2021, respectively.]~~

Sec. 2. Section 133.3 of chapter 633, Statutes of Nevada 2019, at page 4487, is hereby amended to read as follows:

Sec. 133.3. 1. There is hereby appropriated from the State General Fund to the Division of Parole and Probation of the Department of Public Safety for personnel costs for quality assurance, data tracking, record sealing and tracking the following ~~[sums:]~~ *sum*:

For the Fiscal Year 2019-2020..... \$344,542
 ~~[For the Fiscal Year 2020-2021\$421,466]~~

2. Any *remaining* balance of the ~~[sums]~~ *sum* appropriated by subsection 1 ~~[remaining at the end of the respective fiscal years]~~ must not be committed for expenditure after June 30 ~~[of the respective fiscal years]~~ , **2020**, by the entity to which the appropriation is made or any entity to which money from the appropriation is granted or otherwise transferred in any manner, and any portion of the appropriated money remaining must not be spent for any purpose after September 18, 2020, ~~[and September 17, 2021, respectively.]~~ by either the entity to which the money was appropriated or the entity to which the money was subsequently granted or transferred, and must be reverted to the State General Fund on or before September 18, 2020 . ~~[and September 17, 2021, respectively.]~~

Sec. 3. Section 1.5 of chapter 615, Statutes of Nevada 2019, at page 4015, is hereby amended to read as follows:

Sec. 1.5. 1. There is hereby appropriated from the State General Fund to the Lou Ruvo Center for Brain Health for operations and educational programs to restore funding previously received by the Center for this purpose from the University of Nevada, Reno, School of Medicine the following ~~[sums:]~~ *sum*:

For the Fiscal Year 2019-2020..... \$542,343
 ~~[For the Fiscal Year 2020-2021\$542,343]~~

2. Any remaining balance of the appropriation made by subsection 1 must not be committed for expenditure after June 30, 2021, by the entity to which the appropriation is made or any entity to which money from the appropriation is granted or otherwise transferred in any manner, and any portion of the appropriated money remaining must not be spent for any purpose after September 17, 2021, by either the



entity to which the money was appropriated or the entity to which the money was subsequently granted or transferred, and must be reverted to the State General Fund on or before September 17, 2021.

Sec. 4. Section 7 of chapter 615, Statutes of Nevada 2019, at page 4017, is hereby amended to read as follows:

Sec. 7. 1. There is hereby appropriated from the State General Fund the sum of \$3,111,192 in Fiscal Year 2019-2020 ~~[and the sum of \$6,464,376 in Fiscal Year 2020-2021]~~ to Nevada Medicaid within the Division of Health Care Financing and Policy of the Department of Health and Human Services for costs related to increasing the acute care per diem reimbursement rates, excluding the per diem rates for neonatal and pediatric intensive care units, by a total of 2.5 percent, effective January 1, 2020, from the reimbursement rate paid by the Division for such services in Fiscal Year 2018-2019.

2. There is hereby appropriated from the State General Fund the sum of \$1,386 in Fiscal Year 2019-2020 ~~[and the sum of \$5,869 in Fiscal Year 2020-2021]~~ to the Nevada Check-Up Program of the Division of Health Care Financing and Policy of the Department of Health and Human Services for costs related to increasing the acute care per diem reimbursement rates, excluding the per diem rates for neonatal and pediatric intensive care units, by a total of 2.5 percent, effective January 1, 2020, from the reimbursement rate paid by the Division for such services in Fiscal Year 2018-2019.

3. The sums appropriated by subsections 1 and 2 are available for both Fiscal Year 2019-2020 and Fiscal Year 2020-2021, and may be transferred from ~~[one fiscal year to the other]~~ *Fiscal Year 2019-2020 to Fiscal Year 2020-2021* with the approval of the Interim Finance Committee upon the recommendation of the Governor.

4. Any remaining balance of the appropriations made by subsections 1 and 2 must not be committed for expenditure after June 30, 2021, by the entity to which the appropriation is made or any entity to which money from the appropriation is granted or otherwise transferred in any manner, and any portion of the appropriated money remaining must not be spent for any purpose after September 17, 2021, by either the entity to which the money was appropriated or the entity to which the money was subsequently granted or transferred,



and must be reverted to the State General Fund on or before September 17, 2021.

5. There is hereby authorized for expenditure from the money not appropriated from the State General Fund or the State Highway Fund by the Division of Health Care Financing and Policy of the Department of Health and Human Services the sum of \$8,150,534 during Fiscal Year 2019-2020 ~~and the sum of \$16,335,323 during Fiscal Year 2020-2021~~ for Nevada Medicaid for costs related to increasing the acute care per diem reimbursement rates, excluding the per diem rates for neonatal and pediatric intensive care units, by a total of 2.5 percent, effective January 1, 2020, from the reimbursement rate paid by the Division for such services in Fiscal Year 2018-2019.

6. There is hereby authorized for expenditure from the money not appropriated from the State General Fund or the State Highway Fund by the Division of Health Care Financing and Policy of the Department of Health and Human Services the sum of \$11,553 during Fiscal Year 2019-2020 ~~and the sum of \$20,298 during Fiscal Year 2020-2021~~ for the Nevada Check-Up Program for costs related to increasing the acute care per diem reimbursement rates, excluding the per diem rates for neonatal and pediatric intensive care units, by a total of 2.5 percent, effective January 1, 2020, from the reimbursement rate paid by the Division for such services in Fiscal Year 2018-2019.

Sec. 5. Section 11 of chapter 615, Statutes of Nevada 2019, at page 4020, is hereby amended to read as follows:

Sec. 11. 1. There is hereby appropriated from the State General Fund to the School Safety Account the following sums:

For the Fiscal Year 2019-2020..... \$1,358,455

For the Fiscal Year 2020-2021... ~~[\$1,358,455]~~ **\$638,455**

2. The Department of Education shall transfer money from the appropriation made by subsection 1 to school districts and charter schools for block grants for contract or employee social workers or other licensed mental health workers in schools with identified needs. The money must not be used for administrative expenditures of the Department of Education.

3. For purposes of the allocations of sums for the block grant program described in subsection 2, eligible licensed



social workers or other mental health workers include the following:

- (a) Licensed clinical social worker;
- (b) Social worker;
- (c) Social worker intern with supervision;
- (d) Clinical psychologist;
- (e) Psychologist intern with supervision;
- (f) Marriage and family therapist;
- (g) Mental health counselor;
- (h) Community health worker;
- (i) School-based health centers; and
- (j) Licensed nurse.

4. The money appropriated by subsection 1 must be expended in accordance with NRS 353.150 to 353.246, inclusive, concerning the allotment, transfer, work program and budget. Transfers to and allotments from must be allowed and made in accordance with NRS 353.215 to 353.225, inclusive, after separate consideration of the merits of each request.

5. Any remaining balance of the sums transferred by subsection 2 for Fiscal Year 2019-2020 and Fiscal Year 2020-2021 must not be committed for expenditure after June 30 of each fiscal year and must be reverted to the State General Fund on or before September 18, 2020, and September 17, 2021, for each fiscal year respectively.

Sec. 6. Section 12 of chapter 615, Statutes of Nevada 2019, at page 4021, is hereby amended to read as follows:

Sec. 12. 1. There is hereby appropriated from the State General Fund to the School Safety Account the following sums:

For the Fiscal Year 2019-2020..... \$2,750,000
 For the Fiscal Year 2020-2021...~~[\$2,750,000]~~ \$792,664

2. The Department of Education shall transfer money from the appropriation made by subsection 1 to provide grants to public schools to employ and equip school resource officers or school police officers in schools with identified needs on the basis of data relating to school discipline, violence, climate and vulnerability and the ability of the public school to hire school resource officers or school police officers. The money must not be used for administrative expenditures of the Department of Education.

3. The money transferred pursuant to subsection 2:



(a) Must be accounted for separately from any other money received by the school districts and charter schools of this State and used only for the purposes specified in subsection 2.

(b) May not be used to settle or arbitrate disputes between a recognized organization representing employees of a school district and the school district, or to settle any negotiations.

(c) May not be used to adjust the district-wide schedules of salaries and benefits of the employees of a school district.

4. Any remaining balance of the appropriation made by subsection 1 for Fiscal Year 2019-2020 must be transferred and added to the money appropriated for Fiscal Year 2020-2021 and may be expended as that money is expended.

5. Any remaining balance of the appropriation made by subsection 1 for Fiscal Year 2020-2021, including any money added thereto pursuant to the provisions of subsection 4, must not be committed for expenditure after June 30, 2021, and must be reverted to the State General Fund on or before September 17, 2021.

Sec. 7. Section 13 of chapter 615, Statutes of Nevada 2019, at page 4021, is hereby amended to read as follows:

Sec. 13. 1. There is hereby appropriated from the State General Fund to the School Safety Account the following ~~[sums:]~~ *sum*:

For the Fiscal Year 2019-2020..... \$2,350,000
~~[For the Fiscal Year 2020-2021 \$2,350,000]~~

2. The money appropriated by subsection 1 must be used by the Department of Education to support the implementation of a program of social, emotional and academic development throughout the public schools in this State, including, without limitation, the development and implementation of a strategic plan to carry out full implementation of such programs within 5 years.

3. Any *remaining* balance of the ~~[sums]~~ *sum* appropriated by subsection 1 ~~[remaining at the end of the respective fiscal years]~~ must not be committed for expenditure after June 30 ~~[of the respective fiscal years]~~ , **2020**, by the entity to which the appropriation is made or any entity to which money from the appropriation is granted or otherwise transferred in any manner, and any portion of the appropriated money remaining must not be spent for any purpose after September 18, 2020, ~~[and September 17, 2021, respectively,]~~ by either the entity to which the money was



appropriated or the entity to which the money was subsequently granted or transferred, and must be reverted to the State General Fund on or before September 18, 2020 . ~~and September 17, 2021, respectively.~~

Sec. 8. Section 2 of chapter 597, Statutes of Nevada 2019, at page 3900, is hereby amended to read as follows:

Sec. 2. There is hereby appropriated from the State General Fund to the Office of Historic Preservation of the State Department of Conservation and Natural Resources for carrying out the technical advisory program established pursuant to section 1 of ~~this act~~ *chapter 597, Statutes of Nevada 2019, at page 3899*, the following ~~sums:~~ *sum:*

For the Fiscal Year 2019-2020..... \$10,000
~~For the Fiscal Year 2020-2021 \$20,000~~

Sec. 9. Section 1.5 of chapter 575, Statutes of Nevada 2019, at page 3708, is hereby amended to read as follows:

Sec. 1.5. There is hereby created in the State Treasury a special fund which shall be designated as the Grant Matching Fund.

1. The Grant Matching Fund shall hold appropriated money in trust for the exclusive purpose of providing grants to state agencies, local governments, tribal governments and nonprofit organizations to satisfy federal and nongovernmental organization grant matching requirements ~~and for any other purpose authorized by the Legislature.~~

2. The Interim Finance Committee must authorize the transfer of money from the Grant Matching Fund before the acceptance of a federal grant award greater than \$150,000 or a nongovernmental organization grant award greater than \$20,000.

Sec. 10. Section 33.5 of chapter 574, Statutes of Nevada 2019, at page 3706, is hereby amended to read as follows:

Sec. 33.5. 1. There is hereby appropriated from the State General Fund to the State Department of Conservation and Natural Resources for the personnel and operating costs of the Division of Outdoor Recreation in the Department created by section 15 of ~~this act~~ *chapter 574, Statutes of Nevada 2019, at page 3703*, the following sums:

For the Fiscal Year 2019-2020..... \$208,911
For the Fiscal Year 2020-2021..... ~~\$448,293~~ *\$294,048*

2. Any balance of the sums appropriated by subsection 1 remaining at the end of the respective fiscal years must not be committed for expenditure after June 30 of the respective



fiscal years by the entity to which the appropriation is made or any entity to which money from the appropriation is granted or otherwise transferred in any manner, and any portion of the appropriated money remaining must not be spent for any purpose after September 18, 2020, and September 17, 2021, respectively, by either the entity to which the money was appropriated or the entity to which the money was subsequently granted or transferred, and must be reverted to the State General Fund on or before September 18, 2020, and September 17, 2021, respectively.

Sec. 11. (Deleted by amendment.)

Sec. 12. Section 1 of chapter 553, Statutes of Nevada 2019, at page 3457, is hereby amended to read as follows:

Section 1. 1. There is hereby appropriated from the State General Fund to the Other State Education Programs Account in the State General Fund for the cost of creating and maintaining programs for school gardens that meet the requirements of subsection 4 the following ~~sums:~~ *sum:*

For the Fiscal Year 2019-2020..... \$410,000
~~For the Fiscal Year 2020-2021 \$205,000]~~

2. The Department of Education shall allocate the money appropriated by subsection 1 to nonprofit organizations which meet the requirements of subsection 3 to provide at the qualifying school a program for a school garden which meets the requirements set forth in subsection 4.

3. For a nonprofit organization to receive an allocation of money pursuant to subsection 2 to provide a program for a school garden, the school at which the program will be implemented must be a Title I school, as defined in NRS 385A.040.

4. For a nonprofit organization to receive an allocation of money to provide a program for a school garden pursuant to subsection 2, the program must:

- (a) Create and maintain a school garden at the school.
- (b) Have a curriculum that:

(1) Includes a comprehensive science, technology, engineering and mathematics school garden program. Such a program must include, without limitation, a science, technology, engineering and mathematics curriculum for outdoor or hydroponic gardens for pupils in kindergarten through grade 5 that is tailored to pupils of the appropriate grade levels at the school;



(2) Is written specifically for Nevada and the desert environment of Nevada;

(3) Complies with the standards of content and performance for a course of study in science adopted by the State Board of Education pursuant to NRS 389.520;

(4) Uses experiential learning or project-based learning to teach science, technology, engineering, arts and mathematics;

(5) Is designed with the assistance of teachers and other educational personnel with experience at the appropriate grade levels at the school; and

(6) Involves supervised learning experiences for the pupils at the school in a classroom and a school garden.

(c) Provide the school with assistance from members of the community, including without limitation, trained educators, local farmers and local chefs.

(d) Provide pupils with the:

(1) Ability to operate a farmer's market to sell the produce from the school garden; and

(2) Opportunity to have a local chef or employee of a school who works in food services demonstrate how to cook a meal using the produce grown from the school garden.

(e) Establish garden teams comprised of teachers and, if such persons are available, parents and members of the community. Each garden team shall meet at least once each month.

(f) Require any local nonprofit or community-based organization which will provide services to implement the program for a school garden to have at least 2 years of experience implementing such a program.

5. Money allocated pursuant to subsection 2 may be used to:

(a) Provide professional development for teachers regarding the:

(1) Use of a school garden to teach pupils with disabilities, including, without limitation, training for teaching such pupils science, technology, engineering and mathematics curriculum and vocational training to create a career path in horticulture;

(2) Development and implementation of science, technology, engineering, arts and mathematics curricula that incorporate the use of a school garden;



(3) Development and implementation of training that may be provided to a group or individually to teachers in how to establish and maintain school gardens to increase the time teachers allocate to teaching science, technology, engineering and mathematics; and

(4) Development and implementation of a food safety plan designed to ensure that food grown in a school garden is properly handled and safe to sell and consume;

(b) Pay for any travel expenses associated with the attendance of a teacher at any training or conference relating to school gardens; and

(c) Pay for the costs of a conference regarding school gardens held in this State.

6. As used in this section, "school garden" includes, without limitation, a hydroponic garden.

Sec. 13. Section 2 of chapter 553, Statutes of Nevada 2019, at page 3458, is hereby amended to read as follows:

Sec. 2. Upon acceptance of the money allocated pursuant to section 1 of ~~[this act.]~~ *chapter 553, Statutes of Nevada 2019, at page 3457*, a nonprofit organization agrees to:

1. Prepare and transmit a report to the Interim Finance Committee on or before October 1, 2020, that describes each expenditure made from the money allocated pursuant to section 1 of ~~[this act.]~~ *chapter 553, Statutes of Nevada 2019, at page 3457*, from the date on which the money was received by the nonprofit organization through June 30, 2020; *and*

2. ~~[Prepare and transmit a final report to the Interim Finance Committee on or before October 1, 2021, that describes each expenditure made from the money allocated pursuant to section 1 of this act from the date on which the money was received by the nonprofit organization through June 30, 2021; and~~

~~—3.]~~ Upon request of the Legislative Commission, make available to the Legislative Auditor any of the books, accounts, claims, reports, vouchers or other records of information, confidential or otherwise, of the nonprofit organization, regardless of their form or location, that the Legislative Auditor deems necessary to conduct an audit of the use of the money allocated pursuant to section 1 of ~~[this act.]~~ *chapter 553, Statutes of Nevada 2019, at page 3457*.



Sec. 14. Section 3 of chapter 553, Statutes of Nevada 2019, at page 3459, is hereby amended to read as follows:

Sec. 3. Any *remaining* balance of the ~~[sums]~~ *sum* appropriated by section 1 of ~~[this act remaining at the end of the respective fiscal years]~~ *chapter 553, Statutes of Nevada 2019, at page 3457,* must not be committed for expenditure after June 30 ~~[of the respective fiscal years]~~ , *2020,* by the entity to which the appropriation is made or any entity to which money from the appropriation is granted or otherwise transferred in any manner, and any portion of the appropriated money remaining must not be spent for any purpose after September 18, 2020, ~~[and September 17, 2021, respectively.]~~ by either the entity to which the money was appropriated or the entity to which the money was subsequently granted or transferred, and must be reverted to the State General Fund on or before September 18, 2020 . ~~[and September 17, 2021, respectively.]~~

Sec. 15. Chapter 544, Statutes of Nevada 2019, at page 3341, is hereby amended by adding thereto two new sections to be designated as sections 50.5 and 56.5, respectively, immediately following sections 50 and 56, respectively, to read as follows:

Sec. 50.5. The sums appropriated to the Supreme Court of Nevada by section 11 of chapter 544, Statutes of Nevada 2019, at page 3343, for the support of the Specialty Court, the Supreme Court of Nevada, the Supreme Court Law Library, the Judicial Programs and Services Division, the Senior Justice and Senior Judge Program, the State Judicial Elected Officials and the Court of Appeals are available for both Fiscal Year 2019-2020 and Fiscal Year 2020-2021, and may be transferred among those budget accounts and from one fiscal year to the other with the approval of a committee of at least three Supreme Court Justices appointed by the Chief Justice which may include, without limitation, the Chief Justice.

Sec. 56.5. In addition to transfers made pursuant to sections 51 to 56, inclusive, of chapter 544, Statutes of Nevada 2019, at page 3354, the sums appropriated to the Department of Health and Human Services by section 17 of chapter 544, Statutes of Nevada 2019, at page 3345, may be transferred among the various budget accounts of the Department of Health and Human Services in the same manner and within the same limits as allowed for revisions of work programs in NRS 353.220.



Sec. 16. Section 2 of chapter 544, Statutes of Nevada 2019, at page 3341, is hereby amended to read as follows:

Sec. 2. The Office and Mansion of the Governor.

	<u>2019-2020</u>		<u>2020-2021</u>
For the support of the:			
Office of the Governor	\$2,733,781	[\$2,768,567]	<i>\$2,658,567</i>
Office for New Americans	176,285	[196,082]	<i>155,899</i>
Office of the Nevada Sentencing Commission	404,492	[488,311]	<i>390,172</i>
Commission for Persons Who Are Deaf	25,000	25,000	
Governor's Office of Finance	4,026,488	[4,580,881]	<i>4,500,731</i>
Office of Indigent Defense Services	730,732	[925,392]	<i>900,208</i>
Governor's Office of Finance – Special Appropriations	5,275,000	[5,250,000]	<i>4,415,000</i>
Division of Internal Audits	1,680,294	[1,743,158]	<i>1,233,700</i>
SMART 21	2,129,463	[2,059,147]	<i>1,743,122</i>
Governor's Mansion	340,671	[374,414]	<i>350,414</i>
High Level Nuclear Waste	1,326,582	[1,441,612]	<i>1,334,374</i>
Governor's Office of Energy	100	100	
Office of Science, Innovation and Technology	4,121,613	[4,139,459]	<i>3,352,962</i>
Governor's Office of Workforce Innovation:			
Office of Workforce Innovation	2,541	[2,541]	<i>2,058</i>
Nevada P20 Workforce Reporting	873,633	[877,402]	<i>710,695</i>
Western Interstate Commission for Higher Education: Administration	400,983	[425,265]	<i>335,313</i>



Loans and 2019-2020 2020-2021

Stipends \$836,134 [~~\$842,512~~] \$662,098

Sec. 17. Section 3 of chapter 544, Statutes of Nevada 2019, at page 3342, is hereby amended to read as follows:

Sec. 3. The Office of Lieutenant Governor.

For the support of the Office of the Lieutenant

Governor \$713,060 [~~\$747,758~~] \$727,621

Sec. 18. Section 4 of chapter 544, Statutes of Nevada 2019, at page 3342, is hereby amended to read as follows:

Sec. 4. The Office of Attorney General.

For the support of the:

Attorney General

Administration \$4,010,501 [~~\$2,406,627~~] \$2,250,300

Special Litigation

Account 865,046 [~~950,067~~] 814,389

Medicaid Fraud

Control Unit 100 100

Crime Prevention 539,535 563,796

Office of the

Extradition

Coordinator 494,621 494,731

Bureau of Consumer

Protection 749,070 [~~788,824~~] 684,602

Advisory Council for

Prosecuting

Attorneys 100 100

Grants Unit 23,715 [~~23,977~~] 14,977

Victims of Domestic

Violence 50,673 64,158

Sec. 19. Section 5 of chapter 544, Statutes of Nevada 2019, at page 3342, is hereby amended to read as follows:

Sec. 5. The Office of Secretary of State.

For the support of the:

Office of the Secretary

of State \$17,424,026 [~~\$18,355,760~~] \$15,204,823

HAVA Election

Reform 996,842 [~~1,045,153~~] 849,316



Sec. 20. Section 6 of chapter 544, Statutes of Nevada 2019, at page 3342, is hereby amended to read as follows:

Sec. 6. The Office of State Treasurer.

2019-2020 2020-2021

For the support of the
Office of the State
Treasurer..... \$621,451 ~~[\$629,223]~~ \$427,947

Sec. 21. Section 7 of chapter 544, Statutes of Nevada 2019, at page 3342, is hereby amended to read as follows:

Sec. 7. The Office of State Controller.

For the support of the
Office of the State
Controller..... \$5,335,084 ~~[\$5,505,823]~~ \$4,955,241

Sec. 22. Section 8 of chapter 544, Statutes of Nevada 2019, at page 3342, is hereby amended to read as follows:

Sec. 8. Department of Administration.

For the support of the:

Merit Award Board	\$3,621	[\$1,128]	\$67
National Judicial College and National Council of Juvenile and Family Court Judges	467,500	[387,500]	333,250
Director's Office.....	91,207	[109,866]	88,278
State Public Works Division - Marlette Lake.....	100	100	
State Public Works Division - Facility Condition and Analysis.....	388,214	[392,627]	388,771
State Library.....	2,745,765	[2,803,246]	2,666,361
Archives and Public Records	1,577,891	[1,608,211]	1,403,680
Office of Grant Procurement, Coordination and Management	766,756	[770,757]	375,190



Sec. 23. Section 9 of chapter 544, Statutes of Nevada 2019, at page 3342, is hereby amended to read as follows:

Sec. 9. Department of Taxation.

2019-2020 2020-2021

For the support of the
Department of

Taxation \$36,780,540 ~~[\$38,351,429]~~ **\$35,539,843**

Sec. 24. Section 10 of chapter 544, Statutes of Nevada 2019, at page 3343, is hereby amended to read as follows:

Sec. 10. Legislative Fund.

For *Fiscal Year 2019-2020 for* the support of the:

Legislative

Commission..... \$297,247 ~~[\$209,763]~~

Audit Division..... 4,170,676 ~~[4,337,862]~~

Administrative

Division..... 10,455,548 ~~[10,636,902]~~

Legal Division..... 11,466,714 ~~[10,565,621]~~

Research Division..... 5,363,045 ~~[5,421,829]~~

Fiscal Analysis

Division..... 4,289,365 ~~[4,171,679]~~

Interim Legislative

Operations..... 975,969 ~~[790,801]~~

For Fiscal Year 2020-2021 for the support of the:

Legislative Counsel

Bureau \$30,954,498

Sec. 25. Section 11 of chapter 544, Statutes of Nevada 2019, at page 3343, is hereby amended to read as follows:

Sec. 11. Supreme Court of Nevada.

For the support of the:

Specialty Court..... \$3,640,718 \$4,384,251

Supreme Court of
Nevada 7,726,354 ~~[7,708,487]~~ **6,987,463**

Supreme Court Law
Library..... 1,883,264 ~~[1,932,457]~~ **1,874,074**

Judicial Programs and
Services Division..... 1,370,185 ~~[1,432,979]~~ **1,113,357**

Judicial Retirement
System State Share..... 1,337,285 1,505,006

Senior Justice and
Senior Judge
Program..... 1,025,708 ~~[1,023,348]~~ **923,348**



	<u>2019-2020</u>	<u>2020-2021</u>
State Judicial Elected		
Officials.....	\$22,745,089	[\$22,946,133] \$22,216,608
Court of Appeals.....	3,129,363	[3,031,831] 2,985,577
Sec. 26. Section 12 of chapter 544, Statutes of Nevada 2019, at page 3343, is hereby amended to read as follows:		
Sec. 12. Commission on Judicial Discipline.		
For the support of the		
Commission on Judicial		
Discipline.....	\$960,109	[\$964,109] \$928,691
Sec. 27. Section 13 of chapter 544, Statutes of Nevada 2019, at page 3343, is hereby amended to read as follows:		
Sec. 13. Governor’s Office of Economic Development.		
For the support of the:		
Governor’s Office of		
Economic		
Development.....	\$7,701,185	[\$7,672,425] \$6,532,553
Rural Community		
Development.....	180,091	180,555
Procurement		
Outreach Program ...	132,316	135,931
Knowledge Account...	2,500,000	0
Workforce		
Innovations for a		
New Nevada		
Account.....	4,000,000	[2,000,000] 0
Sec. 28. Section 14 of chapter 544, Statutes of Nevada 2019, at page 3343, is hereby amended to read as follows:		
Sec. 14. Department of Tourism and Cultural Affairs.		
For the support of the:		
Museums and History		
Administration.....	\$474,040	\$230,626
Nevada Historical		
Society, Reno.....	288,623	[297,067] 249,464
Nevada State		
Museum, Carson		
City.....	742,261	[762,216] 666,960
Nevada State		
Museum, Las Vegas...	710,568	[729,900] 603,691
Lost City Museum	196,748	202,374
Nevada State		
Railroad Museums ..	546,721	564,301
Nevada Arts Council	513,474	[\$18,344] 448,408



	<u>2019-2020</u>	<u>2020-2021</u>	
Nevada Humanities....	\$125,000	\$125,000	
Nevada Indian Commission.....	239,140	[247,990]	<i>191,114</i>
Stewart Indian School Living Legacy.....	119,093	[115,480]	<i>108,968</i>

Sec. 29. Section 15 of chapter 544, Statutes of Nevada 2019, at page 3344, is hereby amended to read as follows:

Sec. 15. Department of Education.

For the support of the:

Office of the Superintendent.....	\$2,200,089	[\$2,016,543]	<i>\$1,643,038</i>
Parental Involvement and Family Engagement.....	149,719	[162,528]	<i>155,401</i>
Office of Early Learning and Development.....	20,777,239	[20,798,591]	<i>14,485,433</i>
Literacy Programs	669,605	[711,773]	<i>563,008</i>
Student and School Support.....	938,244	[1,238,228]	<i>876,529</i>
Standards and Instructional Support.....	1,124,333	[1,102,877]	<i>1,005,650</i>
District Support Services.....	1,293,053	[1,389,810]	<i>1,196,883</i>
Career and Technical Education	746,567	[746,567]	<i>726,439</i>
Continuing Education.....	700,988	677,794	
Individuals with Disabilities Education Act.....	166,499	[178,072]	<i>176,587</i>
Assessments and Accountability	14,518,617	[14,753,249]	<i>13,662,467</i>
Educator Effectiveness.....	663,639	[699,089]	<i>693,245</i>
Data Systems Management	2,824,703	[2,854,812]	<i>2,853,432</i>
Safe and Respectful Learning	939,374	[1,040,831]	<i>883,989</i>
Account for Alternative Schools	117,683	[134,748]	<i>39,433</i>



Sec. 30. Section 16 of chapter 544, Statutes of Nevada 2019, at page 3344, is hereby amended to read as follows:

Sec. 16. Nevada System of Higher Education.

	<u>2019-2020</u>	<u>2020-2021</u>	
For the support of the:			
System			
Administration.....	\$4,932,899	[\$4,941,631]	<i>\$4,057,569</i>
Performance			
Funding Pool	0	100,131,729	
System Computing			
Center.....	18,758,967	[18,790,097]	<i>15,096,669</i>
University Press	454,091	[455,601]	<i>366,048</i>
Special Projects	2,278,035	[2,280,047]	<i>1,831,874</i>
Business Center North...	2,147,055	[2,154,095]	<i>1,730,680</i>
Business Center South...	1,951,542	[1,957,810]	<i>1,572,978</i>
University of Nevada,			
Reno	130,357,424	[104,838,780]	<i>79,079,562</i>
UNR – Intercollegiate			
Athletics	5,475,113	[5,481,111]	<i>4,403,731</i>
Education for			
Dependent Children ...	0	[14,365]	<i>11,541</i>
UNR – Statewide			
Programs	8,749,206	[8,461,957]	<i>6,798,655</i>
Agricultural			
Experiment Station....	5,573,516	[5,584,863]	<i>4,487,087</i>
Cooperative			
Extension Service.....	3,867,743	[3,882,367]	<i>3,119,239</i>
UNR – School of			
Medicine	37,561,465	[37,632,115]	<i>30,235,051</i>
Health Laboratory and			
Research.....	1,780,159	[1,785,810]	<i>1,434,787</i>
University of Nevada,			
Las Vegas	181,018,756	[145,306,109]	<i>109,603,946</i>
UNLV – School of			
Medicine	35,519,101	[41,464,109]	<i>33,313,821</i>
UNLV –			
Intercollegiate			
Athletics	7,896,825	[7,902,866]	<i>6,349,458</i>
UNLV – Statewide			
Programs	3,814,504	[3,818,417]	<i>3,067,859</i>
UNLV Law School	10,430,525	[10,456,418]	<i>8,401,078</i>
UNLV Dental School....	9,735,157	[9,806,394]	<i>7,878,824</i>
Great Basin College.....	13,230,752	[10,619,367]	<i>7,872,562</i>



	<u>2019-2020</u>	<u>2020-2021</u>	
Nevada State College	\$20,746,937	[\$16,655,158]	\$12,386,027
Desert Research Institute.....	7,624,693	[7,666,365]	5,962,881
College of Southern Nevada	102,867,716	[82,579,803]	62,249,773
Western Nevada College.....	14,565,829	[11,691,965]	8,760,245
Truckee Meadows Community College...	35,919,997	[28,835,736]	21,358,441
Silver State Opportunity Grant Program.....	5,000,000	[5,000,000]	4,199,260
2017 UNR Engineering Building Debt Service.....	3,288,350	[3,314,250]	0
Prison Education Program.....	361,251	[396,126]	318,263
Capacity Building Enhancement	8,800,000	10,950,000	

Sec. 31. Section 17 of chapter 544, Statutes of Nevada 2019, at page 3345, is hereby amended to read as follows:

Sec. 17. Department of Health and Human Services.

For the support of the:

Health and Human Services Administration.....	\$1,461,081	\$1,473,331	
Grants Management Unit	37,215	40,527	
Office of the State Public Defender.....	1,941,661	[1,937,603]	1,524,461
Consumer Health Assistance	400,323	458,460	
State Council on Developmental Disabilities	156,809	155,403	
Family Planning.....	3,000,000	3,000,000	
Division of Health Care Financing and Policy:			
Nevada Medicaid	805,620,640	[894,790,875]	767,246,616



	<u>2019-2020</u>	<u>2020-2021</u>	
Health Care Financing and Policy Administration	\$28,526,446	[\$28,911,043]	\$27,950,901
Nevada Check-Up Program	5,565,297	[\$2,554,630]	11,402,376
Aging and Disability Services Division:			
Federal			
Programs and Administration ..	1,998,970	2,152,466	
Autism Treatment Assistance Program	8,161,244	[\$9,198,979]	3,506,458
Home- and Community- Based Services	24,134,500	[\$26,412,899]	23,498,777
Early Intervention Services	31,281,073	[\$31,906,941]	30,077,524
Desert Regional Center	83,235,107	[\$90,093,151]	83,602,834
Sierra Regional Center	26,918,935	[\$28,838,810]	27,355,283
Rural Regional Center	10,819,138	[\$11,560,689]	10,855,243
Family Preservation Program	1,711,905	1,767,273	
Division of Child and Family Services:			
Community			
Juvenile Justice Services	2,967,825	3,003,819	
Information Services	4,514,159	[\$4,517,032]	4,423,282
Children, Youth and Family Administration....	6,864,040	6,815,316	
Nevada Youth Training Center	7,772,160	[\$8,141,920]	7,302,563
Caliente Youth Center	8,975,448	[\$9,357,550]	7,255,228



	<u>2019-2020</u>	<u>2020-2021</u>	
Rural Child Welfare	\$7,872,045	[\$8,220,871]	<i>\$7,937,181</i>
Youth Alternative Placement.....	2,184,481	2,184,481	
Youth Parole Services.....	3,318,783	3,390,992	
Northern Nevada Child and Adolescent Services	4,325,344	[3,630,583]	<i>3,149,426</i>
Clark County Child Welfare.....	54,292,727	54,778,363	
Washoe County Child Welfare.....	17,727,632	17,831,693	
Southern Nevada Child and Adolescent Services	13,994,614	[13,637,841]	<i>13,483,291</i>
Summit View Youth Center.....	6,787,293	[7,132,823]	<i>6,407,112</i>
Division of Public and Behavioral Health:			
Public Health:			
Office of Health Administration	5,392,311	[5,507,328]	<i>5,288,511</i>
Maternal, Child and Adolescent Health Services.....	1,368,459	1,393,559	
Community Health Services	1,583,180	[1,573,767]	<i>1,463,045</i>
Emergency Medical Services.....	725,087	738,092	
Immunization Program	738,732	1,063,650	
Biostatistics and Epidemiology.....	395,920	[423,492]	<i>396,124</i>
Chronic Disease	500,000	[500,000]	<i>481,971</i>



	<u>2019-2020</u>	<u>2020-2021</u>	
Nevada Central Cancer Registry.....	\$166,780	\$0	
Health Care Facilities Regulation	600,840	[625,985]	413,150
Behavioral Health: Behavioral Health Administration	3,580,103	[3,563,586]	3,514,428
Southern Nevada Adult Mental Health Services ...	81,939,429	[83,700,404]	82,742,807
Northern Nevada Adult Mental Health Services	24,290,635	[24,935,892]	24,382,209
Facility for the Mental Offender.....	11,767,298	12,020,997	
Rural Clinics.....	11,984,407	[12,199,387]	12,158,394
Behavioral Health Prevention and Treatment	6,444,010	6,470,473	
Problem Gambling.....	1,681,294	[2,098,054]	1,274,513
Division of Welfare and Supportive Services: Welfare Administration	11,374,234	[11,664,682]	11,088,686
Welfare Field Services	41,013,504	[42,797,314]	28,811,741
Assistance to Aged and Blind.....	10,763,355	11,187,527	
Temporary Assistance for Needy Families	24,607,703	24,607,703	
Child Assistance and Development	2,580,421	2,580,421	
Child Support Enforcement Program.....	355,493	[1,196,521]	61,860



↪ *The reductions to the appropriations for Nevada Medicaid and the Nevada Check-Up Program for Fiscal Year 2020-2021 pursuant to this section include, without limitation:*

1. *Reduction in reimbursement rates in the fee schedule for providers by 6 percent.*
2. *Reductions in the reimbursement rate for neonatal intensive care unit services.*
3. *Elimination of the increase in acute care per diem hospital reimbursement rates funded through section 7 of chapter 615, Statutes of Nevada 2019, at page 4017.*
4. *Revision of the rate methodology for habilitation providers.*
5. *Delay of non-capitated payments to managed care organizations until Fiscal Year 2021-2022.*
6. *Implementation of a specialty pharmacy provider network.*

Sec. 32. Section 18 of chapter 544, Statutes of Nevada 2019, at page 3347, is hereby amended to read as follows:

Sec. 18. Office of the Military.

	<u>2019-2020</u>	<u>2020-2021</u>
For the support of the:		
Office of the Military.....	\$4,802,541	[\$5,126,363] \$4,384,706
National Guard		
Benefits	57,818	57,818
Patriot Relief Fund	73,408	113,376

Sec. 33. Section 19 of chapter 544, Statutes of Nevada 2019, at page 3347, is hereby amended to read as follows:

Sec. 19. Department of Veterans Services.

For the support of the:		
Office of Veterans		
Services.....	\$2,109,585	[\$2,193,183] \$1,932,273
Northern Nevada		
Veterans Home		
Account.....	334,727	[343,983] 342,803

Sec. 34. Section 20 of chapter 544, Statutes of Nevada 2019, at page 3347, is hereby amended to read as follows:

Sec. 20. Department of Corrections.

For the support of the:		
Office of the Director	\$32,436,156	[\$33,086,656] \$31,632,304
Prison Medical Care	48,465,151	[49,645,119] 49,560,119
Correctional		
Programs	8,678,287	8,805,647



	<u>2019-2020</u>	<u>2020-2021</u>	
Southern Nevada			
Correctional Center	\$233,829	[\$230,715]	\$230,700
Southern Desert			
Correctional Center	27,618,811	[28,526,480]	28,505,636
Nevada State Prison ...	75,525	73,709	
Northern Nevada			
Correctional Center	30,725,087	[31,400,077]	30,912,584
Warm Springs			
Correctional Center	12,301,844	[12,568,277]	12,561,352
Ely State Prison.....	29,979,186	[30,955,001]	30,510,506
Lovelock Correctional			
Center	27,226,436	[27,953,898]	27,414,155
Florence McClure			
Women's			
Correctional Center	17,836,183	[18,472,165]	18,462,301
Stewart Conservation			
Camp	1,838,359	[1,882,097]	1,881,624
Ely Conservation			
Camp	1,495,969	[1,534,034]	1,533,511
Humboldt			
Conservation Camp....	1,499,055	[1,540,289]	1,539,841
Three Lakes Valley			
Conservation Camp....	3,022,646	[3,116,454]	3,115,657
Jean Conservation			
Camp	1,758,170	[1,813,993]	1,813,445
Pioche Conservation			
Camp	1,894,498	[1,938,308]	1,937,711
Carlin Conservation			
Camp	1,413,424	[1,454,181]	1,453,525
Wells Conservation			
Camp	1,451,236	[1,494,526]	1,493,854
Silver Springs			
Conservation Camp....	4,511	4,471	
Tonopah			
Conservation Camp....	1,465,518	[1,516,507]	1,515,978
Northern Nevada			
Transitional			
Housing	444,071	[457,943]	457,656
High Desert State			
Prison.....	56,653,250	[58,600,514]	58,568,801



	<u>2019-2020</u>	<u>2020-2021</u>
Casa Grande Transitional Housing.....	\$3,355,736	[\$3,435,064] <i>\$2,942,328</i>

Sec. 35. Section 21 of chapter 544, Statutes of Nevada 2019, at page 3348, is hereby amended to read as follows:

Sec. 21. Department of Business and Industry.

For the support of the:

Business and Industry Administration.....	\$928,921	[\$965,522] <i>\$698,746</i>
Office of Business and Planning	339,663	[349,812] <i>264,526</i>
Real Estate Administration.....	1,012,266	[1,345,348] <i>1,005,676</i>
Office of Labor Commissioner.....	1,872,450	[1,869,865] <i>1,697,921</i>

Sec. 36. Section 22 of chapter 544, Statutes of Nevada 2019, at page 3348, is hereby amended to read as follows:

Sec. 22. State Department of Agriculture.

For the support of the:

Agriculture Administration	\$202,471	\$343,468
Plant Health and Quarantine Services ...	584,903	[\$599,679] <i>329,661</i>
Veterinary Medical Services	1,184,885	[1,150,878] <i>1,060,751</i>
Predatory Animal and Rodent Control	891,835	[914,296] <i>906,034</i>
Nutrition Education Programs	137,832	137,832
Livestock Enforcement	212,049	[220,262] <i>132,951</i>
Commodity Foods Distribution	160,503	[172,513] <i>152,939</i>

Sec. 37. Section 23 of chapter 544, Statutes of Nevada 2019, at page 3348, is hereby amended to read as follows:

Sec. 23. State Department of Conservation and Natural Resources.

For the support of the:

Conservation and Natural Resources Administration.....	\$976,315	[\$921,627] <i>\$757,134</i>
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	<u>2019-2020</u>	<u>2020-2021</u>	
Division of State Parks	\$8,258,784	[\$8,532,107]	<i>\$8,321,614</i>
Nevada Tahoe Regional Planning Agency	1,831	[1,831]	<i>1,575</i>
Division of Forestry	7,494,650	[8,114,829]	<i>7,590,366</i>
Forest Fire Suppression	4,291,199	[4,777,667]	<i>3,488,359</i>
Forestry Conservation Camps	6,885,934	[7,019,653]	<i>6,222,803</i>
Wildland Fire Protection Program	50,000	[50,000]	<i>0</i>
Division of Water Resources	8,259,567	[8,020,724]	<i>7,575,160</i>
Division of State Lands	1,653,292	[1,705,152]	<i>1,517,445</i>
Conservation Districts Program	634,794	[650,768]	<i>531,481</i>
Office of Historic Preservation	463,106	490,179	
Comstock Historic District	211,692	[214,849]	<i>193,623</i>

Sec. 38. Section 24 of chapter 544, Statutes of Nevada 2019, at page 3349, is hereby amended to read as follows:

Sec. 24. Tahoe Regional Planning Agency.

For the support of the Tahoe Regional

Planning Agency	\$1,920,215	[\$1,820,215]	<i>\$1,565,384</i>
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Sec. 39. Section 25 of chapter 544, Statutes of Nevada 2019, at page 3349, is hereby amended to read as follows:

Sec. 25. Department of Wildlife.

For the support of the:

Law Enforcement	\$57,402	[\$57,388]	<i>\$0</i>
Fisheries Management	150,918	150,918	
Game Management	84,201	[83,931]	<i>81,748</i>
Diversity Division	611,082	[611,082]	<i>260,285</i>
Conservation Education	234,227	[254,556]	<i>224,469</i>
Habitat	156,332	[156,332]	<i>0</i>



Sec. 40. Section 26 of chapter 544, Statutes of Nevada 2019, at page 3349, is hereby amended to read as follows:

Sec. 26. Department of Employment, Training and Rehabilitation.

	<u>2019-2020</u>		<u>2020-2021</u>
For the support of the:			
Nevada Equal Rights Commission.....	\$1,494,056	[\$1,559,386]	<i>\$1,322,299</i>
Bureau of Vocational Rehabilitation.....	2,674,468	[2,748,788]	<i>2,235,340</i>
Bureau of Services to Persons Who Are Blind or Visually Impaired.....	458,536	[473,148]	<i>374,027</i>
Commission on Postsecondary Education.....	430,940		453,293

Sec. 41. Section 27 of chapter 544, Statutes of Nevada 2019, at page 3349, is hereby amended to read as follows:

Sec. 27. Department of Motor Vehicles.

For the support of the:			
Division of Field Services.....	\$24,036	[\$24,361]	<i>\$19,732</i>
Division of Central Services and Records	9,840	[9,965]	<i>8,072</i>

Sec. 42. Section 28 of chapter 544, Statutes of Nevada 2019, at page 3349, is hereby amended to read as follows:

Sec. 28. Department of Public Safety.

For the support of the:			
Training Division.....	\$1,029,577	[\$1,035,060]	<i>\$578,796</i>
Justice Grant.....	308,235	[314,175]	<i>273,271</i>
Nevada Highway Patrol Division.....	82,498	[123,092]	<i>0</i>
Dignitary Protection	1,192,184	[1,212,337]	<i>631,076</i>
Investigation Division ...	6,338,580	[6,576,735]	<i>5,983,286</i>
Division of Emergency Management	465,742	[456,468]	<i>403,475</i>
State Board of Parole Commissioners	3,384,302	[3,427,032]	<i>3,179,686</i>
Division of Parole and Probation.....	55,296,803	[56,944,912]	<i>46,755,728</i>



	<u>2019-2020</u>	<u>2020-2021</u>	
Central Repository for Nevada Records of Criminal History.....	\$269,495	[\$276,725]	<i>\$179,688</i>
Child Volunteer			
Background Checks ...	15,087	[\$15,087]	<i>0</i>
State Fire Marshal.....	353,234	[\$349,068]	<i>242,675</i>
Homeland Security	171,511	171,439	
Nevada Office of Cyber Defense Coordination.....	529,562	[\$40,031]	<i>487,796</i>

Sec. 43. Section 29 of chapter 544, Statutes of Nevada 2019, at page 3350, is hereby amended to read as follows:

Sec. 29. Commission on Ethics.

For the support of the

Commission on Ethics	\$245,698	[\$244,951]	<i>\$243,891</i>
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Sec. 44. Section 35 of chapter 544, Statutes of Nevada 2019, at page 3351, is hereby amended to read as follows:

Sec. 35. Of the amounts appropriated to the Governor’s Office of Science, Innovation and Technology by section 2 of ~~[this act,]~~ *chapter 544, Statutes of Nevada 2019, at page 3341*, \$1,000,000 in Fiscal Year 2019-2020 and ~~[\$1,000,000]~~ *\$594,973* in Fiscal Year 2020-2021 to fund broadband development and improvements for schools and libraries, are available for both Fiscal Year 2019-2020 and Fiscal Year 2020-2021, and may be transferred within the same budget account from one fiscal year to the other with the approval of the Interim Finance Committee upon the recommendation of the Governor. Any amount so transferred must be used to pay for broadband development and improvements for schools and libraries.

Sec. 45. Section 38 of chapter 544, Statutes of Nevada 2019, at page 3352, is hereby amended to read as follows:

Sec. 38. Of the amounts appropriated to the Conservation and Natural Resources Administration budget account of the State Department of Conservation and Natural Resources by section 23 of ~~[this act,]~~ *chapter 544, Statutes of Nevada 2019, at page 3348*, \$185,000 in Fiscal Year 2019-2020 and ~~[\$185,000]~~ *\$120,000* in Fiscal Year 2020-2021 to fund contract services to update the Conservation Credit System Manual and Nevada’s Scientific Methods Document and Habitat Quantification Tool, are available in both Fiscal Year 2019-2020 and 2020-2021, and may be



transferred within the same budget account from one fiscal year to the other with the approval of the Interim Finance Committee upon the recommendation of the Governor. Any amount so transferred must be used to pay for contract services to update the Conservation Credit System Manual and Nevada's Scientific Methods Document and Habitat Qualification Tool.

Sec. 46. Section 39 of chapter 544, Statutes of Nevada 2019, at page 3352, is hereby amended to read as follows:

Sec. 39. Of the amounts appropriated to the Department of Corrections by section 20 of ~~[this act,]~~ *chapter 544, Statutes of Nevada 2019, at page 3347*, \$2,919,270 in Fiscal Year 2019-2020 and ~~[\$2,992,270]~~ *\$1,542,270* in Fiscal Year 2020-2021, to fund the contract costs to provide housing for inmates out of state, are available for both Fiscal Year 2019-2020 and Fiscal Year 2020-2021, and may be transferred within the same budget account from one fiscal year to the other with the approval of the Interim Finance Committee upon recommendation of the Governor. Any amount so transferred must be used to pay for the contract costs to provide housing for inmates out of state.

Sec. 47. Section 40 of chapter 544, Statutes of Nevada 2019, at page 3352, is hereby amended to read as follows:

Sec. 40. Of the amounts appropriated to the Department of Administration, Office of Grant Procurement, Coordination and Management by section 8 of ~~[this act,]~~ *chapter 544, Statutes of Nevada 2019, at page 3342*, \$200,000 in Fiscal Year 2019-2020 ~~[and \$200,000 in Fiscal Year 2020-2021]~~ to fund a grants management system ~~[, are]~~ *is* available for both Fiscal Year 2019-2020 and Fiscal Year 2020-2021, and may be transferred within the same budget account from ~~[one fiscal year]~~ *Fiscal Year 2019-2020* to ~~[the other]~~ *Fiscal Year 2020-2021* with the approval of the Interim Finance Committee upon the recommendation of the Governor. Any amount so transferred must be used to pay for a grants management system.

Sec. 48. Section 42 of chapter 544, Statutes of Nevada 2019, at page 3353, is hereby amended to read as follows:

Sec. 42. Of the amounts appropriated to the Office of the Military by section 18 of ~~[this act,]~~ *chapter 544, Statutes of Nevada 2019, at page 3347*, \$352,400 in Fiscal Year 2019-2020 and ~~[\$518,206]~~ *\$200,353* in Fiscal Year 2020-2021 to finance facilities maintenance projects approved for the



Office of the Military are available for both Fiscal Year 2019-2020 and Fiscal Year 2020-2021 and may be transferred within the same budget account from one fiscal year to the other with the approval of the Interim Finance Committee upon the recommendation of the Governor. Any amount so transferred must be used to complete the facilities maintenance projects as approved by the Legislature.

Sec. 49. Section 43 of chapter 544, Statutes of Nevada 2019, at page 3353, is hereby amended to read as follows:

Sec. 43. Of the amounts appropriated to the Office of the Military by section 18 of ~~[this act,]~~ *chapter 544, Statutes of Nevada 2019, at page 3347*, \$500,000 in Fiscal Year 2019-2020 and ~~[\$500,000]~~ *\$311,559* in Fiscal Year 2020-2021 to finance the establishment of the Nevada National Guard Youth Challenge program are available for both Fiscal Year 2019-2020 and Fiscal Year 2020-2021 and may be transferred within the same budget account from one fiscal year to the other with the approval of the Interim Finance Committee upon the recommendation of the Governor. Any amount so transferred must be used for the establishment and operation of the Nevada National Guard Youth Challenge program as approved by the Legislature.

Sec. 50. Section 50 of chapter 544, Statutes of Nevada 2019, at page 3354, is hereby amended to read as follows:

Sec. 50. 1. The sums appropriated to the Legislative Fund by section 10 of ~~[this act]~~ *chapter 544, Statutes of Nevada 2019, at page 3343*, for the support of the Legislative Commission, the divisions of the Legislative Counsel Bureau and Interim Legislative Operations are available for both Fiscal Year 2019-2020 and Fiscal Year 2020-2021 . ~~[, and]~~ *In Fiscal Year 2019-2020, the sums* may be transferred among the Legislative Commission, the divisions of the Legislative Counsel Bureau and Interim Legislative Operations ~~[and from one fiscal year to the other]~~ with the approval of the Legislative Commission upon the recommendation of the Director of the Legislative Counsel Bureau.

2. The sums appropriated for the support of salaries and payroll costs must be applied pursuant to the budget approved by the Legislature notwithstanding the provisions of NRS 281.123.



Sec. 51. Section 77 of chapter 544, Statutes of Nevada 2019, at page 3361, is hereby amended to read as follows:

Sec. 77. 1. There is hereby appropriated from the State General Fund to the Department of Education’s Educator Effectiveness budget account the sum of \$2,000 in Fiscal Year 2019-2020 to administer the State Seal of Financial Literacy Program established pursuant to sections 3 and 4 of Senate Bill No. 314 of ~~[this]~~ **the 2019** session.

2. There is hereby appropriated from the State General Fund to the Department of Education’s Educator Effectiveness budget account the sum of \$4,500 in Fiscal Year 2019-2020 to administer the Financial Literacy Month established pursuant to section 5 of Senate Bill No. 314 of ~~[this]~~ **the 2019** session.

3. There is hereby appropriated from the State General Fund to the Department of Education’s Educator Effectiveness budget account the sum of \$15,000 in Fiscal Year 2019-2020 to administer and monitor the programs established pursuant to Senate Bill No. 314 of ~~[this]~~ **the 2019** session.

4. There is hereby appropriated from the State General Fund to the Department of Education’s Educator Effectiveness budget account to provide for administrative support to the State Financial Literacy Advisory Council established pursuant to section 5.5 of Senate Bill No. 314 of ~~[this]~~ **the 2019** session the following ~~[sums:]~~ **sum:**

For the Fiscal Year 2019-2020..... \$5,000
~~[For the Fiscal Year 2020-2021\$5,000]~~

5. There is hereby appropriated from the State General Fund to the Department of Education’s Educator Effectiveness budget account to administer the parent and family engagement summit established pursuant to paragraph (a) of subsection 1 of section 5 of Senate Bill No. 314 of ~~[this]~~ **the 2019** session the following ~~[sums:]~~ **sum:**

For the Fiscal Year 2019-2020..... \$5,000
~~[For the Fiscal Year 2020-2021\$5,000]~~

6. There is hereby appropriated from the State General Fund to the Department of Education’s Educator Effectiveness budget account to administer the annual summit established pursuant to section 7 of Senate Bill No. 314 of ~~[this]~~ **the 2019** session the following ~~[sums:]~~ **sum:**

For the Fiscal Year 2019-2020..... \$5,000
~~[For the Fiscal Year 2020-2021\$5,000]~~



7. Any balance of the sums appropriated by subsections 4, 5, or 6 that is unencumbered or unexpended at the end of ~~the respective fiscal years~~ *Fiscal Year 2019-2020* does not revert to the State General Fund, must be carried forward to ~~the next fiscal year~~ *Fiscal Year 2020-2021* and is hereby authorized for use in ~~the next fiscal year~~ *Fiscal Year 2020-2021* for the purposes specified in subsection 4, 5 or 6, as applicable.

8. Any remaining balance of the appropriations made by subsections 1, 2 and 3 must not be committed for expenditure after June 30, 2021, by the entity to which the appropriation is made or any entity to which money from the appropriation is granted or otherwise transferred in any manner, and any portion of the appropriated money remaining must not be spent for any purpose after September 17, 2021, by either the entity to which the money was appropriated or the entity to which the money was subsequently granted or transferred, and must be reverted to the State General Fund on or before September 17, 2021.

9. The sums appropriated by this section must be accounted for separately from any other money and used only for the purposes specified in this section.

Sec. 52. Section 31 of chapter 537, Statutes of Nevada 2019, at page 3293, is hereby amended to read as follows:

Sec. 31. 1. There is hereby appropriated from the State General Fund to the School Safety Account the following ~~sums:~~ *sum:*

For the Fiscal Year 2019-2020..... \$8,340,845
~~For the Fiscal Year 2020-2021 \$8,404,930~~

2. The Department of Education shall transfer from the appropriation made by subsection 1 to provide grants utilizing a competitive grant process based on demonstrated need, within the limits of legislative appropriation, to school districts and to charter schools for school safety facility improvements.

3. Any remaining balance of the appropriation made by subsection 1 ~~for Fiscal Year 2019-2020 must be added to the money appropriated for Fiscal Year 2020-2021 and may be expended as that money is expended. Any remaining balance of the appropriation made by subsection 1 for Fiscal Year 2020-2021, including any such money added from the previous fiscal year,~~ must not be committed for expenditure



after June 30, ~~[2021,]~~ 2020, and must be reverted to the State General Fund on or before September ~~[17, 2021,]~~ 18, 2020.

Sec. 53. Section 36.5 of chapter 537, Statutes of Nevada 2019, at page 3293, is hereby amended to read as follows:

Sec. 36.5. 1. There is hereby appropriated from the State General Fund to the Account for Programs for Innovation and the Prevention of Remediation created by NRS 387.1247 the following sums:

For the Fiscal Year 2019-2020.....\$35,081,155
For the Fiscal Year 2020-2021.... ~~[\$36,848,070]~~ **\$35,800,534**

2. The Department of Education shall transfer the sums of money identified in this subsection from the Account for Programs for Innovation and the Prevention of Remediation to school districts for block grants for the purpose of providing supplemental support to the operation of the school districts. The amount to be transferred for the fiscal year shown is:

	<u>2019-2020</u>	<u>2020-2021</u>
Carson City School District	\$631,574	[\$663,384] \$644,525
Churchill County School District	255,461	[268,328] 260,700
Clark County School District	25,892,878	[27,197,012] 26,423,841
Douglas County School District	458,566	[481,662] 467,969
Elko County School District	772,986	[811,919] 788,837
Esmeralda County School District	5,551	[5,831] 5,665
Eureka County School District	21,379	[22,456] 21,818
Humboldt County School District	273,189	[286,949] 278,791
Lander County School District	78,860	[82,832] 80,478
Lincoln County School District	76,533	[80,388] 78,103
Lyon County School District	681,887	[716,231] 695,870
Mineral County School District	42,868	[45,027] 43,747



	<u>2019-2020</u>	<u>2020-2021</u>
Nye County School District	\$410,922	[\$431,619] <i>\$419,348</i>
Pershing County School District	53,244	[\$55,925] <i>54,335</i>
Storey County School District	34,229	[\$35,953] <i>34,931</i>
Washoe County School District	5,294,592	[\$5,561,262] <i>5,403,164</i>
White Pine County School District	96,435	[\$101,292] <i>98,412</i>

3. Any remaining balance of the transfers made by subsection 2 for Fiscal Year 2019-2020 must be added to the money transferred for Fiscal Year 2020-2021 and may be expended as that money is expended. Any remaining balance of the transfers made by subsection 2 for Fiscal Year 2020-2021, including any such money added from the previous fiscal year, must be used for the purpose identified in subsection 2 and does not revert to the State General Fund.

Sec. 54. Section 13 of chapter 535, Statutes of Nevada 2019, at page 3266, is hereby amended to read as follows:

Sec. 13. 1. The Department of Education shall transfer the sums of money identified in this subsection from the Account for Programs for Innovation and the Prevention of Remediation created by NRS 387.1247 to school districts and the State Public Charter School Authority for block grants for the purposes described in subsection 2. The money must not be used for administrative expenditures of the Department of Education. The amount to be transferred for the fiscal year shown is:

	<u>2019-2020</u>	<u>2020-2021</u>
Carson City School District	\$321,107	[\$321,107] <i>\$318,616</i>
Churchill County School District	129,882	[\$129,882] <i>128,875</i>
Clark County School District	13,164,542	[\$13,164,542] <i>13,062,426</i>
Douglas County School District	233,145	[\$233,145] <i>231,337</i>
Elko County School District	393,004	[\$393,004] <i>389,956</i>



	<u>2019-2020</u>	<u>2020-2021</u>
Esmeralda County School District	\$2,822	[\$2,822] \$2,800
Eureka County School District	10,870	[10,870] 10,785
Humboldt County School District	138,896	[138,896] 137,818
Lander County School District	40,094	[40,094] 39,784
Lincoln County School District	38,911	[38,911] 38,610
Lyon County School District	346,687	[346,687] 343,998
Mineral County School District	21,795	[21,795] 21,626
Nye County School District	208,922	[208,922] 207,302
Pershing County School District	27,070	[27,070] 26,860
Storey County School District	17,403	[17,403] 17,268
Washoe County School District	2,691,893	[2,691,893] 2,671,013
White Pine County School District	49,030	[49,030] 48,649
State Public Charter School Authority	1,471,904	[1,471,904] 1,460,487

2. The money received by each school district and the State Public Charter School Authority pursuant to subsection 1 may be used for any of the following purposes:

- (a) Providing incentives for new teachers;
- (b) Carrying out any of the purposes for which a school district or charter school may apply for a grant from the Nevada Ready 21 Technology Program created by NRS 388.810;
- (c) Carrying out any of the purposes for which a school district or charter school may apply for a grant from the Great Teaching and Leading Fund created by NRS 391A.500;
- (d) Carrying out any program to provide assistance to teachers in meeting the standards for effective teaching, including, without limitation, through peer assistance and review;



- (e) Purchasing library books;
 - (f) Supporting pupil career and technical organizations;
- and

(g) If the school district or charter school determines that the money received pursuant to subsection 1 would best be put to use by doing so, supporting the operations of the school district or charter school.

3. The money received by each school district and the State Public Charter School Authority pursuant to subsection 1:

(a) May not be used to settle or arbitrate disputes between a recognized organization representing employees of a school district and the school district, or to settle any negotiations.

(b) May not be used to adjust the district-wide schedule of salaries and benefits of the employees of a school district or the school-wide schedule of salaries and benefits of the employees of a charter school.

(c) Must not be budgeted by a school district or charter school in a manner that creates any obligation or deficit for funding in any fiscal year after the fiscal years for which the money was received.

4. The money transferred pursuant to subsection 1 must be accounted for separately by each school district and the State Public Charter School Authority. On or before November 1 of each year, each school district and the State Public Charter School Authority shall prepare a report detailing how all money received pursuant to subsection 1 was spent during the immediately preceding fiscal year and submit the report to the Director of the Legislative Counsel Bureau for transmission to the next session of the Legislature, if the report is submitted in an even-numbered year, or to the Legislative Commission, if the report is submitted in an odd-numbered year.

5. The money transferred pursuant to subsection 1 must be expended in accordance with NRS 353.150 to 353.246, inclusive, concerning the allotment, transfer, work program and budget. Transfers to and allotments from must be allowed and made in accordance with NRS 353.215 to 353.225, inclusive, after separate consideration of the merits of each request.

6. Any remaining balance of the transfer made by subsection 1 for Fiscal Year 2019-2020 must be added to the money transferred for Fiscal Year 2020-2021 and may be



expended as that money is expended. Any remaining balance of the transfer made by subsection 1 for Fiscal Year 2020-2021, including any such money added from the previous fiscal year, must be used for the purposes identified in subsection 2 and does not revert to the State General Fund.

Sec. 55. Section 4 of chapter 525, Statutes of Nevada 2019, at page 3142, is hereby amended to read as follows:

Sec. 4. 1. Expenditure of \$31,237,533 by the Nevada Gaming Control Board from the State General Fund pursuant to the provisions of NRS 463.330 is hereby authorized during Fiscal Year 2019-2020.

2. Expenditure of ~~[\$31,333,875]~~ **\$29,198,049** by the Nevada Gaming Control Board from the State General Fund pursuant to the provisions of NRS 463.330 is hereby authorized during Fiscal Year 2020-2021.

3. Any balance of the sums authorized by subsections 1 and 2 remaining at the end of the respective fiscal years must not be committed for expenditure after June 30 of the respective fiscal years by the Nevada Gaming Control Board or any entity to which money from the authorization is granted or otherwise transferred in any manner, and any portion of the balance remaining must not be spent for any purpose after September 18, 2020, and September 17, 2021, respectively, by either the Nevada Gaming Control Board or the entity to which money from the authorization was subsequently granted or transferred, and must be reverted to the State General Fund on or before September 18, 2020, and September 17, 2021, respectively.

Sec. 56. Section 5 of chapter 525, Statutes of Nevada 2019, at page 3142, is hereby amended to read as follows:

Sec. 5. 1. Expenditure of \$802,642 by the Nevada Gaming Commission from the State General Fund pursuant to the provisions of NRS 463.330 is hereby authorized during Fiscal Year 2019-2020.

2. Expenditure of ~~[\$834,608]~~ **\$808,145** by the Nevada Gaming Commission from the State General Fund pursuant to the provisions of NRS 463.330 is hereby authorized during Fiscal Year 2020-2021.

3. Any balance of the sums authorized by subsections 1 and 2 remaining at the end of the respective fiscal years must not be committed for expenditure after June 30 of the respective fiscal years by the Nevada Gaming Commission or any entity to which money from the authorization is granted



or otherwise transferred in any manner, and any portion of the balance remaining must not be spent for any purpose after September 18, 2020, and September 17, 2021, respectively, by either the Nevada Gaming Commission or the entity to which money from the authorization was subsequently granted or transferred, and must be reverted to the State General Fund on or before September 18, 2020, and September 17, 2021, respectively.

Sec. 56.5. Section 10 of chapter 525, Statutes of Nevada 2019, at page 3144, is hereby amended to read as follows:

Sec. 10. **1.** Except as otherwise provided in *subsection 2 and* sections 11, 14, 16, 17, 19, 21 and 22 of ~~[this act and]~~ *chapter 525, Statutes of Nevada 2019, at page 3131*, subsection 3 of section 12 of ~~[this act.]~~ *chapter 525, Statutes of Nevada 2019, at page 3131, and section 118.5 of this act*, where the operation of an office, department, board, agency, commission, institution or program is financed during the 2019-2021 biennium by an appropriation or appropriations from the State General Fund or the State Highway Fund as well as by money received from other sources, the portion provided by appropriation from the State General Fund or the State Highway Fund must be decreased to the extent that the receipts of the money from other sources is exceeded, but such a decrease must not jeopardize the receipts of such money as is to be received from other sources.

2. *The provisions of subsection 1 do not apply to money received by the Supreme Court of Nevada from sources other than the State General Fund or the State Highway Fund during Fiscal Year 2020-2021.*

Sec. 57. Section 14 of chapter 516, Statutes of Nevada 2019, at page 3096, is hereby amended to read as follows:

Sec. 14. **1.** There is hereby appropriated from the State General Fund to the Office of Science, Innovation and Technology in the Office of the Governor for awarding grants to elementary schools in this State to promote equitable access to and increase the quality of programs designed to introduce and teach science, technology, engineering and mathematics the following ~~[sums:]~~ **sum:**

For the Fiscal Year 2019-2020..... \$250,000
~~[For the Fiscal Year 2020-2021 \$250,000]~~

2. There is hereby appropriated from the State General Fund to the Office of Science, Innovation and Technology in



the Office of the Governor to create a grant program for awarding grants in this State through regional advisory boards in each of three regions of this State to fund activities and programs in this State designed to increase awareness of, promote the benefits of and carry out programs that reinforce education in science, technology, engineering and mathematics the following ~~{sums:}~~ *sum*:

For the Fiscal Year 2019-2020..... \$300,000
~~{For the Fiscal Year 2020-2021\$300,000}~~

3. ~~{The}~~ *Any remaining balance of the* sums appropriated in subsections 1 and 2 ~~{are available for either fiscal year. Any balance of those sums}~~ must not be committed for expenditure after June 30, ~~{2021,}~~ *2020*, by the entity to which the appropriation is made or any entity to which the money from the appropriation is granted or otherwise transferred in any manner, and any portion of the appropriated money remaining must not be spent for any purpose after September ~~{17, 2021,}~~ *18, 2020*, by either entity to which the money was appropriated or the entity to which the money was subsequently granted or transferred, and must be reverted to the State General Fund on or before September ~~{17, 2021,}~~ *18, 2020*.

Secs. 58-60. (Deleted by amendment.)

Sec. 61. Section 40.5 of chapter 478, Statutes of Nevada 2019, at page 2852, is hereby amended to read as follows:

Sec. 40.5. 1. There is hereby appropriated from the State General Fund to the Office of the Attorney General for the purpose of awarding grants of money to organizations that will use the grants to recruit and train persons to serve as sexual assault victims' advocates the following ~~{sums:}~~ *sum*:

For the Fiscal Year 2019-2020..... \$150,000
~~{For the Fiscal Year 2020-2021\$150,000}~~

2. The Office of the Attorney General may not use more than 10 percent of the money appropriated by subsection 1 to administer the grant program established by this section.

Sec. 62. Section 41.5 of chapter 478, Statutes of Nevada 2019, at page 2852, is hereby amended to read as follows:

Sec. 41.5. Any *remaining* balance of the ~~{sums}~~ *sum* appropriated by section 40.5 of ~~{this act remaining at the end of the respective fiscal years}~~ *chapter 478, Statutes of Nevada 2019, at page 2852*, must not be committed for expenditure after June 30 ~~{of the respective fiscal years}~~ , *2020*, by the entity to which the appropriations are made or



any entity to which money from the appropriations is granted or otherwise transferred in any manner, and any portion of the appropriated money remaining must not be spent for any purpose after September 18, 2020, ~~[and September 17, 2021, respectively,]~~ by either the entity to which the money was appropriated or the entity to which the money was subsequently granted or transferred, and must be reverted to the State General Fund on or before September 18, 2020 . ~~[and September 17, 2021, respectively.]~~

Sec. 63. (Deleted by amendment.)

Sec. 64. Section 5.5 of chapter 389, Statutes of Nevada 2019, at page 2450, is hereby amended to read as follows:

Sec. 5.5. 1. There is hereby appropriated from the State General Fund to the Department of Education for per diem allowance and travel expenses for members of the Nevada State Teacher Recruitment and Retention Advisory Task Force created by section 3 of ~~[this act]~~ *chapter 389, Statutes of Nevada 2019, at page 2449*, the following ~~[sums:]~~ *sum:*

For the Fiscal Year 2019-2020..... \$7,692
~~[For the Fiscal Year 2020-2021\$7,692]~~

2. Any *remaining* balance of the ~~[sums]~~ *sum* appropriated by subsection 1 ~~[remaining at the end of the respective fiscal years]~~ must not be committed for expenditure after June 30 ~~[of the respective fiscal years]~~ , *2020*, by the entity to which the appropriation is made or any entity to which money from the appropriation is granted or otherwise transferred in any manner, and any portion of the appropriated money remaining must not be spent for any purpose after September 18, 2020, ~~[and September 17, 2021, respectively,]~~ by either the entity to which the money was appropriated or the entity to which the money was subsequently granted or transferred, and must be reverted to the State General Fund on or before September 18, 2020 . ~~[and September 17, 2021, respectively.]~~

Sec. 65. Section 5 of chapter 376, Statutes of Nevada 2019, at page 2371, is hereby amended to read as follows:

Sec. 5. 1. There is hereby appropriated from the State General Fund to the State Distributive School Account created by NRS 387.030:

For the Fiscal Year 2019-2020\$1,166,677,713
For the Fiscal Year 2020-2021 ~~[\$1,162,939,824]~~ *\$1,144,793,365*

2. The money appropriated by subsection 1 must be:



(a) Expended in accordance with NRS 353.150 to 353.246, inclusive, concerning the allotment, transfer, work program and budget; and

(b) Work-programmed for the 2 separate fiscal years of the 2019-2021 biennium, as required by NRS 353.215. Work programs may be revised with the approval of the Governor upon the recommendation of the Director of the Office of Finance in the Office of the Governor.

3. Transfers to and allotments from must be allowed and made in accordance with NRS 353.215 to 353.225, inclusive, after separate consideration of the merits of each request.

4. The money appropriated by subsection 1 is available for either fiscal year or may be transferred to Fiscal Year 2018-2019. Money may be transferred from one fiscal year to another with the approval of the Governor upon the recommendation of the Director of the Office of Finance in the Office of the Governor. If any money appropriated by subsection 1 is transferred to Fiscal Year 2018-2019, any remaining funds in the State Distributive School Account after all obligations have been met that are not subject to reversion to the State General Fund must be transferred back to Fiscal Year 2019-2020. Any amount transferred back to Fiscal Year 2019-2020 must not exceed the amount originally transferred to Fiscal Year 2018-2019.

5. Any remaining balance of the appropriation made by subsection 1 for Fiscal Year 2019-2020 must be transferred and added to the money appropriated for Fiscal Year 2020-2021 and may be expended as that money is expended.

6. Any remaining balance of the appropriation made by subsection 1 for Fiscal Year 2020-2021, including any money added thereto pursuant to the provisions of subsections 3 and 5, must not be committed for expenditure after June 30, 2021, and must be reverted to the State General Fund on or before September 17, 2021.

Sec. 66. Section 16 of chapter 376, Statutes of Nevada 2019, at page 2374, is hereby amended to read as follows:

Sec. 16. 1. The Department of Education shall transfer from the State Distributive School Account the sum of ~~[\$165,487,286]~~ **\$147,340,827** for distribution by the Superintendent of Public Instruction to the county school districts for Fiscal Year 2020-2021 which must, except as otherwise provided in section 17 of ~~[this act.]~~ **chapter 376, Statutes of Nevada 2019, at page 2374,** be used to employ



licensed teachers to comply with the required ratio of pupils to teachers in grades 1, 2 and 3, as set forth in subsection 1 of section 14 of ~~this act.~~ *chapter 376, Statutes of Nevada 2019, at page 2373.* Expenditures for the class-size reduction program must be accounted for in a separate category of expenditure in the State Distributive School Account.

2. Except as otherwise provided in section 17 of ~~this act.~~ *chapter 376, Statutes of Nevada 2019, at page 2374,* the money transferred by subsection 1 must be used to pay the salaries and benefits of not less than 1,915 licensed teachers employed by school districts to meet the required pupil-teacher ratios in the 2020-2021 school year.

3. Any remaining balance of the money transferred by subsection 1, including any money added thereto pursuant to section 15 of ~~this act.~~ *chapter 376, Statutes of Nevada 2019, at page 2374,* must not be committed for expenditure after June 30, 2021, and must be reverted to the State General Fund on or before September 17, 2021.

Sec. 67. Section 19 of chapter 376, Statutes of Nevada 2019, at page 2375, is hereby amended to read as follows:

Sec. 19. 1. There is hereby appropriated from the State General Fund to the Other State Education Programs Account in the State General Fund the following sums:

For the Fiscal Year 2019-2020 \$91,939,398
For the Fiscal Year 2020-2021 ~~[\$90,616,782]~~ *\$41,177,978*

2. The money appropriated by subsection 1 must be expended in accordance with NRS 353.150 to 353.246, inclusive, concerning the allotment, transfer, work program and budget. Transfers to and allotments from must be allowed and made in accordance with NRS 353.215 to 353.225, inclusive, after separate consideration of the merits of each request.

3. Expenditure of \$1,200,000 by the Department of Education from money in the Other State Education Programs Account that was not appropriated from the State General Fund is hereby authorized during Fiscal Year 2020-2021.

4. The Department of Education shall transfer from the Other State Education Programs Account the sum of \$19,260,398 for ~~both~~ Fiscal Year 2019-2020 and *the sum of \$18,032,752 for* Fiscal Year 2020-2021 for distribution by the Superintendent of Public Instruction to county school districts for the support of courses which are approved by the Department of Education as meeting the course of study for



an adult standard high school diploma as approved by the State Board of Education. In each fiscal year of the 2019-2021 biennium, the sum transferred must be allocated among the various school districts in accordance with a plan or formula developed by the Department of Education to ensure that the money is distributed equitably and in a manner that permits accounting for the expenditures of school districts.

5. The Department of Education shall, not later than November 1, 2019, and November 1, 2020, provide a written report to the Governor, the Legislative Committee on Education and the Director of the Legislative Counsel Bureau that describes, for the immediately preceding fiscal year, each expenditure made from the amount transferred in subsection 3 of section 16 of chapter 394, Statutes of Nevada 2017, p. 2597 or in subsection 4, as applicable, and the performance results of the participants of the Adult High School Diploma program.

6. Any remaining balance of the allocations made by subsection 4 for Fiscal Year 2019-2020 must be added to the money received by the school districts for Fiscal Year 2020-2021 and may be expended as that money is expended. Any remaining balance of the allocations made by subsection 4 for Fiscal Year 2020-2021, including any such money added from the previous fiscal year, must not be committed for expenditure after June 30, 2021, and must be reverted to the State General Fund on or before September 17, 2021.

7. The money appropriated by subsection 1 to finance specific programs as outlined in this subsection are available for both Fiscal Year 2019-2020 and Fiscal Year 2020-2021 and may be transferred from one fiscal year to the other with the approval of the Interim Finance Committee upon the recommendation of the Governor as follows:

(a) A total of \$49,285 in both Fiscal Year 2019-2020 and Fiscal Year 2020-2021 for reimbursement to public school teachers of the actual costs incurred for successful completion of the National Board Teacher Certification Program. Such reimbursement for each teacher must not exceed an amount equal to the actual verified costs incurred by the teacher or \$2,000, whichever is less.

(b) A total of \$3,640 in both Fiscal Year 2019-2020 and Fiscal Year 2020-2021 for reimbursement to school nurses of the actual examination cost for the successful completion of the National Board Certification for School Nurses.



(c) A total of \$668,740 in both Fiscal Year 2019-2020 and Fiscal Year 2020-2021 to add a 5-percent salary increment for Nationally Board Certified School Counselors and School Psychologists.

(d) A total of \$449,142 in both Fiscal Year 2019-2020 and Fiscal Year 2020-2021 for LEA library books.

(e) A total of \$13,543,822 in ~~both~~ Fiscal Year 2019-2020 and **\$12,543,822 in** Fiscal Year 2020-2021 for the award of grants for programs of career and technical education pursuant to NRS 388.393 and, notwithstanding the provisions of subsections 1, 2 and 3 of NRS 388.392, not for the use of leadership and training activities and pupil organizations.

(f) A total of \$5,106,645 in Fiscal Year 2019-2020 and ~~[\$4,201,645]~~ **\$3,613,415** in Fiscal Year 2020-2021 for the Jobs for America's Graduates Program. Of the total transferred in Fiscal Year 2019-2020 pursuant to this paragraph, an amount up to \$1,200,000 may only be allocated by the Department of Education to the Jobs for America's Graduates Program for expenditure upon determination that an equivalent match of money provided by other sources of funding received by the Jobs for America's Graduates Program has been secured.

(g) A total of \$850,000, with a maximum of \$50,000 to each of the 17 school districts, in ~~both~~ Fiscal Year 2019-2020 ~~[and Fiscal Year 2020-2021]~~ to support special counseling services for elementary school pupils at risk of failure.

(h) A total of \$18,798 in both Fiscal Year 2019-2020 and Fiscal Year 2020-2021 to pay the increase of salaries of professional school library media specialists required by NRS 391.163.

(i) A total of \$44,583 in both Fiscal Year 2019-2020 and Fiscal Year 2020-2021 for the Geographic Alliance in Nevada.

(j) A total of \$106,998 in both Fiscal Year 2019-2020 and Fiscal Year 2020-2021 for vocational student organizations.

(k) A total of \$750,000 in both Fiscal Year 2019-2020 and Fiscal Year 2020-2021 for the Nevada Institute on Teaching and Educator Preparation. This funding must be used only to carry out the provisions of NRS 396.5185.

(l) A total of \$500,000 in ~~both~~ Fiscal Year 2019-2020 and **\$200,000 in** Fiscal Year 2020-2021 to the Department of



Education for transfer to the Clark County Public Education Foundation, Inc., for the implementation and operation of educational leadership training programs. Expenditure of this money is contingent upon matching money being provided from sources other than the appropriation in subsection 1. The Department of Education shall not distribute any money for the implementation and operation of educational leadership training programs until an equivalent amount of matching money has been committed.

8. Upon acceptance of the money transferred pursuant to paragraph (l) of subsection 7, the Clark County Public Education Foundation, Inc. agrees to:

(a) Prepare and transmit a report to the Interim Finance Committee on or before September 18, 2020, that describes each expenditure made from the money transferred pursuant to paragraph (l) of subsection 7 from the date on which the money was received by the Clark County Public Education Foundation, Inc. through June 30, 2020;

(b) Prepare and transmit a final report to the Interim Finance Committee on or before September 17, 2021, that describes each expenditure made from the money transferred pursuant to paragraph (l) of subsection 7 from the date on which the money was received by the Clark County Public Education Foundation, Inc. through June 30, 2021; and

(c) Upon request of the Legislative Commission, make available to the Legislative Auditor any of the books, accounts, claims, reports, vouchers or other records of information, confidential or otherwise, of the Clark County Public Education Foundation, Inc., regardless of their form or location, that the Legislative Auditor deems necessary to conduct an audit of the use of the money transferred pursuant to paragraph (l) of subsection 7.

9. Any remaining balance of the sums transferred in subsection 7 must not be committed for expenditure after June 30, 2021, and must be reverted to the State General Fund on or before September 17, 2021.

10. Except as otherwise provided in subsections 6 and 9, unencumbered or unexpended balances of the appropriations made by this section for Fiscal Year 2019-2020 and Fiscal Year 2020-2021 must not be committed for expenditure after June 30 of each fiscal year. Except as otherwise provided in subsections 6 and 9, unencumbered or unexpended balances of these appropriations must revert to the State General Fund



on or before September 18, 2020, and September 17, 2021, for each fiscal year respectively.

Sec. 68. Section 21 of chapter 376, Statutes of Nevada 2019, at page 2378, is hereby amended to read as follows:

Sec. 21. 1. The Department of Education shall transfer from the Other State Education Programs Account the sum of \$1,314,000 in ~~both~~ Fiscal Year 2019-2020 ~~and Fiscal Year 2020-2021~~ for incentive grants to public high schools for pupils who earn a college and career ready high school diploma, or reimbursement to a public high school or school district for costs associated with the administration or provision of an assessment, credential, certificate or certification required for receipt of a college and career ready high school diploma pursuant to NRS 390.605.

2. Any remaining balance of the ~~sums~~ *sum* transferred by subsection 1 must not be committed for expenditure after June 30 ~~of each fiscal year~~, 2020, and must be reverted to the State General Fund on or before September 18, 2020 . ~~and September 17, 2021, for each fiscal year respectively.~~

Sec. 68.5. Section 22 of chapter 376, Statutes of Nevada 2019, at page 2378, is hereby amended to read as follows:

Sec. 22. 1. The Department of Education shall transfer from the Other State Education Programs Account the sum of \$8,274,243 in ~~both~~ Fiscal Year 2019-2020 and *the sum of \$3,044,544 in* Fiscal Year 2020-2021 for pupils enrolled in school districts and charter schools who qualify for gifted and talented education programs.

2. The money transferred by subsection 1 must be distributed on a per-pupil basis to pupils who have been identified as gifted and talented through a state-approved identification procedure and must receive at least 150 minutes per week during the school year of differentiated instruction delivered by a person licensed by the Department of Education to teach pupils who are gifted and talented, unless the pupil's individualized educational program otherwise provides. The Department of Education shall calculate an amount of funding for each pupil identified as gifted and talented for both Fiscal Year 2019-2020 and Fiscal Year 2020-2021 by dividing the money appropriated by the Legislature for such pupils in Fiscal Year 2019-2020 and in Fiscal Year 2020-2021 by the total final count of such pupils in the immediately preceding fiscal year.



3. The money transferred by subsection 1 for pupils enrolled in school districts and charter schools who qualify for gifted and talented education programs:

(a) Must not be used to settle or arbitrate disputes between a recognized organization representing employees of a school district and the school district, or to settle any negotiations.

(b) Must not be used to adjust the district-wide schedules of salaries and benefits of the employees of a school district.

4. Any remaining balance of the sums transferred by subsection 1 for Fiscal Year 2019-2020 and Fiscal Year 2020-2021 must not be committed for expenditure after June 30 of each fiscal year and must be reverted to the State General Fund on or before September 18, 2020, and September 17, 2021, for each fiscal year respectively.

Sec. 69. Section 23 of chapter 376, Statutes of Nevada 2019, at page 2379, is hereby amended to read as follows:

Sec. 23. 1. The Department of Education shall transfer from the Other State Education Programs Account the following ~~{sums}~~ *sum* for a college and career readiness grant program:

For the Fiscal Year 2019-2020..... \$5,000,000
~~[For the Fiscal Year 2020-2021 \$5,000,000]~~

2. Except as otherwise provided in subsection 3, the money transferred by subsection 1 must be used by the Department of Education for awarding competitive grants to school districts and charter schools:

(a) To support dual enrollment for pupils enrolled in high schools, including, without limitation, charter schools, and simultaneously enrolled in college courses; and

(b) To create a competitive science, technology, engineering and mathematics grant program for pupils enrolled in middle schools and high schools, including, without limitation, charter schools, to assist those pupils in becoming college and career ready.

3. Of the money transferred by subsection 1, not more than \$750,000 in ~~{both}~~ Fiscal Year 2019-2020 ~~{and Fiscal Year 2020-2021}~~ may be used by the Department of Education to provide competitive grants to school districts, charter schools and nonprofit organizations for the development and implementation of work-based learning pilot programs.

4. The money transferred by subsection 1:



(a) Must be accounted for separately from any other money received by the school districts, charter schools and nonprofit organizations and used only for the purposes specified in this section.

(b) May not be used to settle or arbitrate disputes between a recognized organization representing employees of a school district and the school district, or to settle any negotiations.

(c) May not be used to adjust the district-wide schedules of salaries and benefits of the employees of a school district.

5. Any remaining balance of the ~~{sums}~~ *sum* transferred by subsection 1 for Fiscal Year 2019-2020 ~~{and Fiscal Year 2020-2021}~~ must not be committed for expenditure after June 30 ~~{of each fiscal year}~~, 2020, and must be reverted to the State General Fund on or before September 18, 2020. ~~{and September 17, 2021, for each fiscal year respectively.}~~

Sec. 70. Section 24 of chapter 376, Statutes of Nevada 2019, at page 2380, is hereby amended to read as follows:

Sec. 24. 1. The Department of Education shall transfer from the Other State Education Programs Account the following ~~{sums}~~ *sum* for underperforming schools:

For the Fiscal Year 2019-2020..... \$2,500,000
~~{For the Fiscal Year 2020-2021 \$2,500,000}~~

2. The money transferred by subsection 1 must be used by the Department of Education to provide grants and other financial support, within the limits of legislative appropriation, to public schools to improve the achievement of pupils required by NRS 385A.650 for any one or more of the following:

(a) Activities to replicate high poverty/high performing schools and high performing schools.

(b) To support a transition period until such time as an underperforming school is sustainable at a three-star level, as determined by the Department of Education pursuant to the statewide system of accountability for public schools.

(c) Other activities consistent with the approved federal plan for school improvement.

3. The money transferred pursuant to subsection 1:

(a) Must be accounted for separately from any other money received by the school districts and charter schools of this State and used only for the purposes specified in subsection 2.



(b) May not be used to settle or arbitrate disputes between a recognized organization representing employees of a school district and the school district, or to settle any negotiations.

(c) May not be used to adjust the district-wide schedules of salaries and benefits of the employees of a school district.

4. Any remaining balance of the ~~{sums}~~ *sum* transferred by subsection 1 for Fiscal Year 2019-2020 ~~{and Fiscal Year 2020-2021}~~ must not be committed for expenditure after June 30 ~~{of each fiscal year}~~, 2020, and must be reverted to the State General Fund on or before September 18, 2020. ~~{and September 17, 2021, for each fiscal year respectively.}~~

Sec. 71. Section 25 of chapter 376, Statutes of Nevada 2019, at page 2380, is hereby amended to read as follows:

Sec. 25. 1. The Department of Education shall transfer from the Other State Education Programs Account the following ~~{sums}~~ *sum* for the Read by Grade 3 grant program:

For the Fiscal Year 2019-2020..... \$31,454,516
~~{For the Fiscal Year 2020-2021 \$31,429,229}~~

2. The money transferred by subsection 1 must be used by the Department of Education to provide grants and other financial support, within the limits of legislative appropriation, to public schools to support school-based efforts to ensure that all pupils are proficient in the subject area of reading by the end of the third grade. Such school-based efforts may include, without limitation:

- (a) Hiring or training learning strategists;
- (b) Entering into contracts with vendors for the purchase of reading assessments, textbooks, computer software or other materials;
- (c) Providing professional development for school personnel;
- (d) Providing programs to pupils before and after school and during intercessions or summer school; and
- (e) Providing other evidence-based literacy initiatives for pupils enrolled in kindergarten and grades 1, 2 and 3.

3. The board of trustees of a school district or the governing body of a charter school that receives a grant of money pursuant to subsection 2 shall:

- (a) Set measurable performance objectives based on aggregated pupil achievement data; and
- (b) Prepare and submit to the Department of Education, on or before September 1, 2020, for funding received from



the state in Fiscal Year 2019-2020 , ~~and September 1, 2021, for funding received from the state in Fiscal Year 2020-2021,~~ a report that includes, without limitation:

- (1) A description of the programs or services for which the money was used by each school; and
- (2) The number of pupils who participated in a program or received services.

4. The Department of Education shall prepare a report that includes, without limitation:

(a) Identification of the schools that received an allocation of money by the school district or grant of money from the Department, as applicable;

(b) The amount of money received by each school;

(c) A description of the programs or services for which the money was used by each school;

(d) The number of pupils who participated in a program or received services;

(e) The average expenditure per pupil for each program or service;

(f) An evaluation of the effectiveness of the program or service, including, without limitation, data regarding the academic and linguistic achievement and proficiency of pupils who participated in such a program or received such services; and

(g) Any recommendations for legislation, including, without limitation, legislation to continue or expand programs or services that are identified as effective in improving the reading proficiency of pupils in kindergarten through grade 3.

5. On or before November 15, 2020, the Department shall submit the report prepared pursuant to subsection 4 and any recommendations made by the State Board of Education or the Legislative Committee on Education to the Governor and to the Director of the Legislative Counsel Bureau for transmittal to the 81st Session of the Nevada Legislature.

6. The money transferred pursuant to subsection 1:

(a) Must be accounted for separately from any other money received by the school districts and charter schools of this State and used only for the purposes specified in subsection 2.

(b) May not be used to settle or arbitrate disputes between a recognized organization representing employees of a school district and the school district, or to settle any negotiations.



(c) May not be used to adjust the district-wide schedules of salaries and benefits of the employees of a school district.

7. Any **remaining** balance of the money transferred by subsection 1 ~~[remaining at the end of the respective fiscal years]~~ must not be committed for expenditure after June 30 ~~[of each fiscal year]~~, **2020**, and must be reverted to the State General Fund on or before September 18, 2020 . ~~[, and September 17, 2021, respectively.]~~

Sec. 72. Section 26 of chapter 376, Statutes of Nevada 2019, at page 2381, is hereby amended to read as follows:

Sec. 26. 1. There is hereby appropriated from the State General Fund to the Account for Programs for Innovation and the Prevention of Remediation created by NRS 387.1247 the following sums:

For the Fiscal Year 2019-2020	\$49,950,000
For the Fiscal Year 2020-2021	[\$49,950,000] \$49,448,225

2. The money appropriated by subsection 1 must be expended in accordance with NRS 353.150 to 353.246, inclusive, concerning the allotment, transfer, work program and budget. Transfers to and allotments from must be allowed and made in accordance with NRS 353.215 to 353.225, inclusive, after separate consideration of the merits of each request.

3. The Department of Education shall transfer from the appropriation made by subsection 1 to the school districts specified in this subsection the following sums which must be used only to carry out the provisions of section 1 of Senate Bill No. 467 of ~~[this]~~ **the 2019** session for Fiscal Year 2019-2020:

<u>School District:</u>	<u>2019-2020</u>
Clark County School District	\$37,981,010
Washoe County School District	\$6,917,574

4. Except as otherwise provided in subsection 5, the Department of Education shall calculate an amount of funding for each pupil identified as an English learner, as defined in NRS 385.007, for Fiscal Year 2020-2021, by dividing the money appropriated by subsection 1 for Fiscal Year 2020-2021 by the total final count of such pupils in Fiscal Year 2019-2020 and shall transfer the applicable sums to the school districts specified in subsection 3.

5. Of the sums appropriated by subsection 1, the Department of Education shall use not more than \$5,051,416 in Fiscal Year 2019-2020 and the amount determined in



subsection 4 other than the amounts determined for the Clark County School District and Washoe County School District in Fiscal Year 2020-2021, which must be used only to carry out the provisions of section 1 of Senate Bill No. 467 of ~~[this]~~ *the 2019* session to provide grants of money to the State Public Charter School Authority and the school districts, other than the Clark County School District and the Washoe County School District. The board of trustees of a school district and the State Public Charter School Authority may submit an application to the Department on a form prescribed by the Department.

6. Any remaining balance of the transfers made by subsection 3 for Fiscal Year 2019-2020 must be added to the money transferred for Fiscal Year 2020-2021 and may be expended as that money is expended. Any remaining balance of the transfers made by subsection 4 for Fiscal Year 2020-2021, including any money added from the previous fiscal year, must not be committed for expenditure after June 30, 2021, and must be reverted to the State General Fund on or before September 17, 2021.

7. Any remaining balance of the transfers made by subsection 5 for Fiscal Year 2019-2020 must be added to the money transferred for Fiscal Year 2020-2021 and may be expended as that money is expended. Any remaining balance of the transfers made pursuant to subsection 5 for Fiscal Year 2020-2021, including any money added from the previous fiscal year, must not be committed for expenditure after June 30, 2021, and must be reverted to the State General Fund on or before September 17, 2021.

8. Any remaining balance of the appropriation made by subsection 1 must not be committed for expenditure after June 30, 2021, by the entity to which the appropriation is made or any entity to which money from the appropriation is granted or otherwise transferred in any manner, and any portion of the appropriated money remaining must not be spent for any purpose after September 17, 2021, by either the entity to which the money was appropriated or the entity to which the money was subsequently granted or transferred, and must be reverted to the State General Fund on or before September 17, 2021.



Sec. 73. Section 28 of chapter 376, Statutes of Nevada 2019, at page 2383, is hereby amended to read as follows:

Sec. 28. 1. There is hereby appropriated from the State General Fund to the Account for Programs for Innovation and the Prevention of Remediation created by NRS 387.1247 the following sums:

For the Fiscal Year 2019-2020	\$21,768,829
For the Fiscal Year 2020-2021	[\$23,824,084] \$21,976,755

2. The money appropriated by subsection 1 must be expended in accordance with NRS 353.150 to 353.246, inclusive, concerning the allotment, transfer, work program and budget. Transfers to and allotments from must be allowed and made in accordance with NRS 353.215 to 353.225, inclusive, after separate consideration of the merits of each request.

3. The Department of Education shall transfer money from the appropriation made by subsection 1 to school districts and charter schools which must be used only to carry out the provisions of section 2 of Senate Bill No. 467 of ~~this~~ **the 2019** session for Fiscal Year 2019-2020 and Fiscal Year 2020-2021, respectively.

4. Expenditure of \$3,231,171 in Fiscal Year 2019-2020 and \$1,175,916 in Fiscal Year 2020-2021 from money in the Account for Programs for Innovation and the Prevention of Remediation created by NRS 387.1247 that was not appropriated from the State General Fund is hereby authorized for use to carry out the provisions of section 2 of Senate Bill No. 467 of ~~this~~ **the 2019** session for Fiscal Year 2019-2020 and Fiscal Year 2020-2021, respectively.

5. A Victory School that attains a performance rating of three-stars or higher, and that would otherwise not be eligible to receive a Victory Schools grant pursuant to the current program requirements, may retain 50 percent of the Victory Schools grant funding received in the preceding year to sustain successful programs for each year of the 2019-2021 biennium.

6. Any remaining balance of the transfers made to carry out the provisions of section 2 of Senate Bill No. 467 of ~~this~~ **the 2019** session for Fiscal Year 2019-2020 must be added to the money transferred for Fiscal Year 2020-2021 and may be expended as that money is expended. Any remaining balance of the transfers made to carry out the provisions of section 2 of Senate Bill No. 467 of ~~this~~ **the 2019** session for Fiscal



Year 2020-2021, including any money added from the previous fiscal year, must not be committed for expenditure after June 30, 2021, and must be reverted to the State General Fund on or before September 17, 2021.

Sec. 74. Section 31 of chapter 376, Statutes of Nevada 2019, at page 2385, is hereby amended to read as follows:

Sec. 31. 1. There is hereby appropriated from the State General Fund to the Professional Development Programs Account:

For the Fiscal Year 2019-2020	\$7,667,393
For the Fiscal Year 2020-2021	[\$7,667,393] \$7,339,697

2. The money appropriated by subsection 1 must be expended in accordance with NRS 353.150 to 353.246, inclusive, concerning the allotment, transfer, work program and budget. Transfers to and allotments from must be allowed and made in accordance with NRS 353.215 to 353.225, inclusive, after separate consideration of the merits of each request.

Sec. 75. Section 32 of chapter 376, Statutes of Nevada 2019, at page 2385, is hereby amended to read as follows:

Sec. 32. 1. Of the sums appropriated by subsection 1 of section 31 of ~~[this act,]~~ **chapter 376, Statutes of Nevada 2019, at page 2385,** the Department of Education shall transfer to the school districts specified in this subsection the following sums for Fiscal Year 2019-2020 and Fiscal Year 2020-2021:

<u>School District</u>	<u>2019-2020</u>	<u>2020-2021</u>
Clark County School District	\$4,030,407	[\$4,030,407] \$3,855,876
Elko County School District	\$1,265,644	[\$1,265,644] \$1,210,837
Washoe County School District	\$2,271,342	[\$2,271,342] \$2,172,984
TOTAL:	\$7,567,393	[\$7,567,393] \$7,239,697

2. A school district that receives an allocation pursuant to subsection 1 shall serve as fiscal agent for the respective regional training program for the professional development of teachers and administrators. As fiscal agent, each school district is responsible for the payment, collection and holding of all money received from this State for the maintenance and support of the regional training program for the professional development of teachers and administrators and the Nevada



Early Literacy Intervention Program established and operated by the applicable governing body.

3. Any remaining balance of the transfers made by subsection 1 for Fiscal Year 2019-2020 must be added to the money received by the school districts for Fiscal Year 2020-2021 and may be expended as that money is expended. Any remaining balance of the transfers made by subsection 1 for Fiscal Year 2020-2021, including any money added from the transfer for the previous fiscal year, must not be committed for expenditure after June 30, 2021, and must be reverted to the State General Fund on or before September 17, 2021.

Sec. 76. Section 36 of chapter 376, Statutes of Nevada 2019, at page 2387, is hereby amended to read as follows:

Sec. 36. 1. There is hereby appropriated from the State General Fund to the Great Teaching and Leading Fund created by NRS 391A.500 the following sums:

For the Fiscal Year 2019-2020 \$4,907,254
For the Fiscal Year 2020-2021 ~~[\$4,907,254]~~ \$4,757,487

2. The Department of Education shall transfer from the Great Teaching and Leading Fund created by NRS 391A.500 the sum of \$4,907,254 in Fiscal Year 2019-2020 and ~~[\$4,907,254]~~ \$4,757,487 in Fiscal Year 2020-2021 to the Account for Programs for Innovation and the Prevention of Remediation created by NRS 387.1247. This funding must be used only to carry out the provisions of Assembly Bill No. 309 of ~~[this]~~ the 2019 session.

Sec. 77. Section 41 of chapter 376, Statutes of Nevada 2019, at page 2389, is hereby amended to read as follows:

Sec. 41. 1. There is hereby appropriated from the State General Fund to the Bullying Prevention Account created by NRS 388.1325 to provide bullying prevention grant funding to school districts:

For the Fiscal Year 2019-2020..... \$45,000
~~[For the Fiscal Year 2020-2021 \$45,000]~~

2. The money appropriated by subsection 1 must be expended in accordance with NRS 353.150 to 353.246, inclusive, concerning the allotment, transfer, work program and budget. Transfers to and allotments from must be allowed and made in accordance with NRS 353.215 to 353.225, inclusive, after separate consideration of the merits of each request.

3. Any remaining balance of the appropriation made by subsection 1 ~~[for Fiscal Year 2019-2020 and Fiscal Year~~



~~2020-2021~~ must not be committed for expenditure after June 30 ~~[of each fiscal year]~~, 2020, and must be reverted to the State General Fund on or before September 18, 2020 . ~~[and September 17, 2021, for each fiscal year respectively.]~~

Sec. 78. (Deleted by amendment.)

Sec. 79. Section 45 of chapter 376, Statutes of Nevada 2019, at page 2391, is hereby amended to read as follows:

Sec. 45. 1. There is hereby appropriated from the State General Fund to the Account for the New Nevada Education Funding Plan created by NRS 387.129 the following ~~[sums:]~~ *sum*:

For the Fiscal Year 2019-2020..... \$69,937,000
~~[For the Fiscal Year 2020-2021 \$69,937,000]~~

2. This funding must be used only to carry out the provisions of NRS 387.131 to 387.139, inclusive. The money appropriated by subsection 1 must be expended in accordance with NRS 353.150 to 353.246, inclusive, concerning the allotment, transfer, work program and budget. Transfers to and allotments from must be allowed and made in accordance with NRS 353.215 to 353.225, inclusive, after separate consideration of the merits of each request.

3. Expenditure of \$22,044 in ~~[both]~~ Fiscal Year 2019-2020 ~~[and Fiscal Year 2020-2021]~~ from money in the Account for the New Nevada Education Funding Plan that was not appropriated from the State General Fund is hereby authorized for the New Nevada Education Funding Plan program to carry out the provisions of NRS 387.131 to 387.139, inclusive.

4. Any remaining balance of the appropriation made by subsection 1 must not be committed for expenditure after June 30, 2021, by the entity to which the appropriation is made or any entity to which money from the appropriation is granted or otherwise transferred in any manner, and any portion of the appropriated money remaining must not be spent for any purpose after September 17, 2021, by either the entity to which the money was appropriated or the entity to which the money was subsequently granted or transferred, and does not revert to the State General Fund.

Sec. 80. Section 46 of chapter 376, Statutes of Nevada 2019, at page 2392, is hereby amended to read as follows:

Sec. 46. 1. There is hereby appropriated from the State General Fund to the Teachers' School Supplies Reimbursement Account created by NRS 387.1253 to



reimburse teachers for out-of-pocket expenses incurred in connection with purchasing necessary school supplies for the pupils they instruct:

For the Fiscal Year 2019-2020..... \$4,499,000
~~For the Fiscal Year 2020-2021 \$4,499,000~~

2. The money appropriated by subsection 1 must be expended in accordance with NRS 353.150 to 353.246, inclusive, concerning the allotment, transfer, work program and budget. Transfers to and allotments from must be allowed and made in accordance with NRS 353.215 to 353.225, inclusive, after separate consideration of the merits of each request.

3. Expenditure of \$1,000 in both Fiscal Year 2019-2020 and Fiscal Year 2020-2021 from money in the Teachers' School Supplies Reimbursement Account that was not appropriated from the State General Fund is hereby authorized to reimburse teachers for out-of-pocket expenses incurred in connection with purchasing necessary school supplies for the pupils they instruct.

4. Any remaining balance of the appropriation made by subsection 1 must not be committed for expenditure after June 30, 2021, by the entity to which the appropriation is made or any entity to which money from the appropriation is granted or otherwise transferred in any manner, and any portion of the appropriated money remaining must not be spent for any purpose after September 17, 2021, by either the entity to which the money was appropriated or the entity to which the money was subsequently granted or transferred, and does not revert to the State General Fund.

Sec. 81. (Deleted by amendment.)

Sec. 82. 1. Notwithstanding any other provision of law to the contrary, upon approval of the Chief of the Budget Division of the Office of Finance, the Senate Fiscal Analyst and the Assembly Fiscal Analyst, revisions in the following work programs must be processed and carried out, as soon as practicable, without further legislative approval:

(a) For the work program for Budget Account 101-2698, Department of Education - School Safety, by transferring \$876,020 to Category 93, Reserve for Reversion, within that Account.

(b) For the work program for Budget Account 101-1325, Office of Finance, Office of the Governor - SMART 21, by transferring \$5,265,000 to Category 93, Reserve for Reversion, within that Account.



(c) For the work program for Budget Account 101-4061, Nevada Gaming Control Board - Gaming Control Board, by transferring \$3,947,460 to Category 93, Reserve for Reversion, within that Account.

(d) For the work program for Budget Account 101-3740, Department of Public Safety - Division of Parole and Probation, by transferring \$675,449 to Category 93, Reserve for Reversion, within that Account.

(e) For the work program for Budget Account 101-4195, State Department of Conservation and Natural Resources - Division of Forestry, by transferring \$257,670 to Category 93, Reserve for Reversion, within that Account.

(f) For the work program for Budget Account 101-4198, State Department of Conservation and Natural Resources - Forestry Conservation Camps, by transferring \$120,790 to Category 93, Reserve for Reversion, within that Account.

(g) For the work program for Budget Account 201-4660, Department of Transportation - Transportation Administration, by transferring \$1,800,000 to Category 93, Reserve for Reversion, within that Account.

(h) For the work program for Budget Account 101-3224, Department of Health and Human Services, Division of Public and Behavioral Health - Community Health Services, by transferring \$112,000 to Category 93, Reserve for Reversion, within that Account.

(i) For the work program for Budget Account 101-3217, Department of Health and Human Services, Division of Public and Behavioral Health - Health Care Facilities Admin. Penalty, by transferring \$100,000 to Category 93, Reserve for Reversion, within that Account.

(j) For the work program for Budget Account 525-3727, Department of Corrections - Prison Ranch, by transferring \$350,000 to Category 93, Reserve for Reversion, within that Account.

(k) For the work program for Budget Account 525-3719, Department of Corrections - Prison Industry, by transferring \$250,000 to Category 93, Reserve for Reversion, within that Account.

(l) For the work program for Budget Account 101-3170, Department of Health and Human Services, Division of Public and Behavioral Health - Behavioral Health Prev. & Treatment, by transferring \$1,698,944 to Category 93, Reserve for Reversion, within that Account.



(m) For the work program for Budget Account 101-1047, Attorney General - State Settlements, by transferring \$112,394 to Category 93, Reserve for Reversion, within that Account.

(n) For the work program for Budget Account 101-2719, Department of Education - District Support Services, by transferring \$36,000 to Category 93, Reserve for Reversion, within that Account.

(o) For the work program for Budget Account 101-2943, Department of Tourism and Cultural Affairs - Nevada State Museum, Las Vegas, by transferring \$2,000,000 to Category 93, Reserve for Reversion, within that Account.

(p) For the work program for Budget Account 101-1030, Attorney General - Administrative Budget Account, by transferring \$1,309,152 to Category 93, Reserve for Reversion, within that Account.

2. Notwithstanding any other provision of law to the contrary, all money transferred to Category 93, Reserve for Reversion, from each budget account pursuant to subsection 1 must, as soon as practicable, be transferred to Budget Account 101-9015, Budget Reserve, and must be reverted to the State General Fund at the close of Fiscal Year 2020-2021, not later than September 17, 2021.

Sec. 83. The State Controller shall transfer the sum of \$400,000 from the Account for Charter Schools created by NRS 388A.432 to Budget Account 101-9015, Budget Reserve, for unrestricted State General Fund use to offset the difference between projected revenues and collections and to be used only as necessary to meet existing and future obligations of the State.

Sec. 84. The State Controller shall transfer the sum of \$6,000,000 from the Employment Security Fund created by NRS 612.615 to Budget Account 101-9015, Budget Reserve, for unrestricted State General Fund use to offset the difference between projected revenues and collections and to be used only as necessary to meet existing and future obligations of the State.

Sec. 85. The State Controller shall transfer the sum of \$1,063,168 from the Nevada Promise Scholarship Account created by NRS 396.9645 to Budget Account 101-9015, Budget Reserve, for unrestricted State General Fund use to offset the difference between projected revenues and collections and to be used only as necessary to meet existing and future obligations of the State.

Sec. 86. The State Controller shall transfer the sum of \$375,000 from the Educational Trust Account created by subsection 8 of NRS 120A.610 to Budget Account 101-9015, Budget Reserve, for unrestricted State General Fund use to offset the difference



between projected revenues and collections and to be used only as necessary to meet existing and future obligations of the State.

Sec. 87. The State Controller shall transfer the sum of \$8,283,379 from the Account for Programs for Innovation and the Prevention of Remediation created by NRS 387.1247 to Budget Account 101-9015, Budget Reserve, for unrestricted State General Fund use to offset the difference between projected revenues and collections and to be used only as necessary to meet existing and future obligations of the State.

Sec. 88. The State Controller shall transfer the sum of \$600,000 from the Grant Fund for Incentives for Licensed Educational Personnel created by NRS 391A.400 to Budget Account 101-9015, Budget Reserve, for unrestricted State General Fund use to offset the difference between projected revenues and collections and to be used only as necessary to meet existing and future obligations of the State.

Sec. 89. The State Controller shall transfer the sum of \$21,204 from the Graffiti Reward Account created by NRS 206.340 to Budget Account 101-9015, Budget Reserve, for unrestricted State General Fund use to offset the difference between projected revenues and collections and to be used only as necessary to meet existing and future obligations of the State.

Sec. 90. The State Controller shall transfer the sum of \$100,000 from the Construction Education Account created by NRS 624.580 to Budget Account 101-9015, Budget Reserve, for unrestricted State General Fund use to offset the difference between projected revenues and collections and to be used only as necessary to meet existing and future obligations of the State.

Sec. 91. The State Controller shall transfer the sum of \$300,000 from the Severe Financial Emergency Fund created by NRS 354.721 to Budget Account 101-9015, Budget Reserve, for unrestricted State General Fund use to offset the difference between projected revenues and collections and to be used only as necessary to meet existing and future obligations of the State.

Sec. 92. The State Controller shall transfer the sum of \$500,000 from the Tax on Liquor Program Account created by NRS 458.098 to Budget Account 101-9015, Budget Reserve, for unrestricted State General Fund use to offset the difference between projected revenues and collections and to be used only as necessary to meet existing and future obligations of the State.

Sec. 93. The State Controller shall transfer the sum of \$133,181 from the Account to Restore the Sagebrush Ecosystem created by NRS 232.161 to Budget Account 101-9015, Budget



Reserve, for unrestricted State General Fund use to offset the difference between projected revenues and collections and to be used only as necessary to meet existing and future obligations of the State.

Sec. 94. The State Controller shall transfer the sum of \$478,022 from the Small Business Enterprise Loan Account created by NRS 231.14095 to Budget Account 101-9015, Budget Reserve, for unrestricted State General Fund use to offset the difference between projected revenues and collections and to be used only as necessary to meet existing and future obligations of the State.

Sec. 95. The State Controller shall transfer the sum of \$960,000 from the Fund for Insurance Premiums created by NRS 331.187 to Budget Account 101-9015, Budget Reserve, for unrestricted State General Fund use to offset the difference between projected revenues and collections and to be used only as necessary to meet existing and future obligations of the State.

Sec. 96. The State Controller shall transfer the sum of \$8,000,000 from the Offenders' Store Fund created by NRS 209.221 to Budget Account 101-9015, Budget Reserve, for unrestricted State General Fund use to offset the difference between projected revenues and collections and to be used only as necessary to meet existing and future obligations of the State.

Sec. 97. The State Controller shall transfer the sum of \$9,000,000 from the Consolidated Bond Interest and Redemption Fund created by NRS 349.090 to Budget Account 101-9015, Budget Reserve, for unrestricted State General Fund use to offset the difference between projected revenues and collections and to be used only as necessary to meet existing and future obligations of the State.

Sec. 98. The State Controller shall transfer the sum of \$16,851,440 from the Fund for a Healthy Nevada created by NRS 439.620 to Budget Account 101-9015, Budget Reserve, for unrestricted State General Fund use to offset the difference between projected revenues and collections and to be used only as necessary to meet existing and future obligations of the State.

Sec. 99. The State Controller shall transfer the sum of \$7,000,000 from the Disaster Relief Account created by NRS 353.2735 to Budget Account 101-9015, Budget Reserve, for unrestricted State General Fund use to offset the difference between projected revenues and collections and to be used only as necessary to meet existing and future obligations of the State.



Sec. 100. The State Controller shall transfer the sum of \$11,098,370 from the account created pursuant to paragraph (a) of subsection 1 of NRS 598.0975 to Budget Account 101-9015, Budget Reserve, for unrestricted State General Fund use to offset the difference between projected revenues and collections and to be used only as necessary to meet existing and future obligations of the State.

Sec. 101. The State Controller shall transfer the sum of \$26,228,299 from the Contingency Account created by NRS 353.266 to Budget Account 101-9015, Budget Reserve, for unrestricted State General Fund use to offset the difference between projected revenues and collections and to be used only as necessary to meet existing and future obligations of the State.

Sec. 102. The State Controller shall transfer the sum of \$29,822 from the Grant Matching Fund created by section 1.5 of chapter 575, Statutes of Nevada 2019, at page 3708, to Budget Account 101-9015, Budget Reserve, for unrestricted State General Fund use to offset the difference between projected revenues and collections and to be used only as necessary to meet existing and future obligations of the State.

Sec. 103. The State Controller shall transfer the sum of \$94,591 from the Great Teaching and Leading Fund created by NRS 391A.500, to Budget Account 101-9015, Budget Reserve, for unrestricted State General Fund use to offset the difference between projected revenues and collections and to be used only as necessary to meet existing and future obligations of the State.

Sec. 104. The State Controller shall transfer the sum of \$1,868,043 from the Account for the New Nevada Education Funding Plan created by NRS 387.129 to Budget Account 101-9015, Budget Reserve, for unrestricted State General Fund use to offset the difference between projected revenues and collections and to be used only as necessary to meet existing and future obligations of the State.

Sec. 105. The State Controller shall transfer the sum of \$1,000 from the Teachers' School Supplies Assistance Account created by NRS 387.1253 to Budget Account 101-9015, Budget Reserve, for unrestricted State General Fund use to offset the difference between projected revenues and collections and to be used only as necessary to meet existing and future obligations of the State.

Sec. 106. The State Controller shall transfer the sum of \$100,000 from the Account for Computer Education and Technology created by NRS 391.369 to Budget Account 101-9015, Budget Reserve, for unrestricted State General Fund use to offset



the difference between projected revenues and collections and to be used only as necessary to meet existing and future obligations of the State.

Sec. 107. The State Controller shall transfer the sum of \$2,000,000 from the Millennium Scholarship Trust Fund created by NRS 396.926 to Budget Account 101-9015, Budget Reserve, for unrestricted State General Fund use to offset the difference between projected revenues and collections and to be used only as necessary to meet existing and future obligations of the State.

Sec. 108. Notwithstanding any other provision of law to the contrary, transfers of money to Budget Account 101-9015, Budget Reserve, that are required pursuant to sections 83 to 107, inclusive, of this act must be made as soon as practicable when the money becomes available, and the balance of that money must be reverted to the State General Fund at the close of Fiscal Year 2020-2021, not later than September 17, 2021.

Sec. 109. In addition to the amount authorized in section 1 of chapter 525, Statutes of Nevada 2019, at page 3131, expenditure of \$13,985,573 not appropriated from the State General Fund or the State Highway Fund is hereby authorized during Fiscal Year 2020-2021 by the Division of Welfare and Supportive Services of the Department of Health and Human Services for Budget Account 101-3233, Welfare Field Services, for personnel costs of certain workers under the Coronavirus Aid, Relief and Economic Security Act, Pub. Law 116-136.

Sec. 110. In addition to the amount authorized in section 1 of chapter 525, Statutes of Nevada 2019, at page 3131, expenditure of \$780,972 not appropriated from the State General Fund or the State Highway Fund is hereby authorized during Fiscal Year 2020-2021 by the Division of Public and Behavioral Health of the Department of Health and Human Services for Budget Account 101-3161, Southern Nevada Adult Mental Health Services, for support of the Mobile Outreach Safety Team.

Sec. 111. In addition to the amount authorized in section 1 of chapter 525, Statutes of Nevada 2019, at page 3131, expenditure of \$427,386 not appropriated from the State General Fund or the State Highway Fund is hereby authorized during Fiscal Year 2020-2021 by the Division of Public and Behavioral Health of the Department of Health and Human Services for Budget Account 101-3162, Northern Nevada Adult Mental Health Services, for support of the Mobile Outreach Safety Team.

Sec. 112. In addition to the amount authorized in section 1 of chapter 525, Statutes of Nevada 2019, at page 3131, expenditure of



\$27,368 not appropriated from the State General Fund or the State Highway Fund is hereby authorized during Fiscal Year 2020-2021 by the Division of Public and Behavioral Health of the Department of Health and Human Services for Budget Account 101-3219, Biostatistics and Epidemiology, for personnel costs of certain positions.

Sec. 113. In addition to the amount authorized in section 1 of chapter 525, Statutes of Nevada 2019, at page 3131, expenditure of \$144,830 not appropriated from the State General Fund or the State Highway Fund is hereby authorized during Fiscal Year 2020-2021 by the Office of the State Treasurer for Budget Account 101-1080, State Treasurer, for personnel and operating expenditures.

Sec. 114. In addition to the amount authorized in section 1 of chapter 525, Statutes of Nevada 2019, at page 3131, expenditure of \$27,657 not appropriated from the State General Fund or the State Highway Fund is hereby authorized during Fiscal Year 2020-2021 by the Department of Wildlife for Budget Account 101-4466, Diversity Division, for support of terrestrial restoration projects and nongame species management.

Sec. 115. In addition to the amount authorized in section 1 of chapter 525, Statutes of Nevada 2019, at page 3131, expenditure of \$156,331 not appropriated from the State General Fund or the State Highway Fund is hereby authorized during Fiscal Year 2020-2021 by the Department of Wildlife for Budget Account 101-4467, Habitat, for work related to the federal National Environmental Policy Act and technical reviews and analyses of potential impacts to wildlife and associated habitats in Nevada.

Sec. 116. In addition to the amount authorized in section 1 of chapter 525, Statutes of Nevada 2019, at page 3131, expenditure of \$300,000 not appropriated from the State General Fund or the State Highway Fund is hereby authorized during Fiscal Year 2020-2021 by the Department of Education for Budget Account 101-2673, Office of the Superintendent, for the personnel costs of certain workers.

Sec. 117. In addition to the amount authorized in section 1 of chapter 525, Statutes of Nevada 2019, at page 3131, expenditure of \$85,787 not appropriated from the State General Fund or the State Highway Fund is hereby authorized during Fiscal Year 2020-2021 by the Department of Education for Budget Account 101-2675, Standards and Instructional Support, for the personnel costs of certain workers.

Sec. 117.5. 1. The Chief of the Budget Division of the Office of Finance created by NRS 223.400 shall transfer



\$50,000,000 from Budget Account 101-1327 to the Account for Programs for Innovation and the Prevention of Remediation created by NRS 387.1247.

2. There is hereby authorized for expenditure the sum of \$50,000,000 from the Account for Programs for Innovation and the Prevention of Remediation created by NRS 387.1247 by the Department of Education for the establishment of the grant program required by subsection 3. Such money must not be used for administrative expenditures of the Department of Education.

3. The Superintendent of Public Instruction shall establish a grant program for the purpose of awarding grants of the money authorized for expenditure pursuant to subsection 2 to school districts and charter schools in this State to develop and implement the capability to provide alternative intensive instruction, including, without limitation, providing Internet connectivity to pupils and developing and providing programs to mitigate deficits in educational attainment, to the categories of pupils identified by the Superintendent of Public Instruction pursuant to subsection 4 who are likely to develop the largest deficits in educational attainment as a result of the loss of in-person intensive instruction. Grants awarded pursuant to such a program must be allocated on a per pupil basis for the number of pupils in each category of pupils identified by the Superintendent of Public Instruction pursuant to subsection 4 who are enrolled at the public schools in the school district or the charter school. The money awarded from a grant pursuant to this section must not be used for any expense incurred before March 1, 2020, or after December 30, 2020.

4. The Superintendent of Public Instruction shall identify the categories of pupils who are likely to develop the largest deficits in educational attainment as a result of the loss of in-person intensive instruction, which must include, without limitation:

(a) Elementary school pupils who exhibit a deficiency in the subject area of reading, including, without limitation, pupils identified pursuant to NRS 392.750 and pupils who are entitled to receive intervention services and intensive instruction pursuant to NRS 392.760;

(b) Pupils who are English learners, as defined in NRS 385.007;

(c) Pupils who are eligible for a free or reduced-price lunch pursuant to 42 U.S.C. §§ 1751 et seq.;

(d) Pupils who scored at or below the 25th percentile on an assessment of proficiency described in paragraphs (a) to (e), inclusive, of subsection 1 of NRS 387.137 or, for a grade level for which such an assessment does not exist or does not provide



sufficient information to identify all such pupils, are projected to be at or below the 25th percentile for proficiency by the Department of Education pursuant to subsection 2 of NRS 387.137;

(e) Pupils who attend a public school which is rated at or below the 10th percentile of lowest performing schools, as determined by the Department of Education pursuant to the statewide system of accountability for public schools; and

(f) Any other category of pupils that the Superintendent of Public Instruction determines to be likely to develop a disproportionate deficit in educational attainment as a result of the loss of in-person intensive instruction.

5. Money awarded under the grant program established pursuant to subsection 3 must not be used to support a pupil participating in a program of special education pursuant to NRS 388.419.

6. All money awarded under the grant program established pursuant to subsection 3 must be expended by the recipient of the money on or before December 30, 2020. Any remaining balance of the money must not be committed for expenditure on or after December 30, 2020, by the Department of Education or any entity to which the money is granted or otherwise transferred in any manner, and any portion of the money remaining must not be spent for any purpose after December 30, 2020, by either the Department of Education or the entity to which the money was subsequently granted or transferred, and must be reverted to Budget Account 101-1327.

7. The money authorized for expenditure pursuant to subsection 2 is not intended to finance ongoing expenditures of the Department of Education or any recipient of an award of money under the grant program established pursuant to subsection 3, and the expenditures financed with that money must not be included as base budget expenditures in the proposed budget for the Executive Department of the State Government for the 2021-2023 biennium.

8. The money awarded under the grant program established pursuant to subsection 3:

(a) Must be accounted for separately from any other money received by the school district or charter school and used only for the purposes specified in subsection 3.

(b) May not be used to settle or arbitrate disputes between a recognized organization representing employees of a school district and the school district, or to settle any negotiations.

(c) May not be used to adjust the district-wide schedules of salaries and benefits of the employees of a school district.



Sec. 118. In addition to the amount authorized in section 1 of chapter 525, Statutes of Nevada 2019, at page 3131, expenditure of \$121,131 not appropriated from the State General Fund or the State Highway Fund is hereby authorized during Fiscal Year 2020-2021 by the State Department of Agriculture for Budget Account 101-4545, Agriculture Registration/Enforcement, for the personnel costs of certain workers.

Sec. 118.5. In addition to the amount authorized in section 1 of chapter 525, Statutes of Nevada 2019, at page 3131, if the Division of Health Care Financing and Policy of the Department of Health and Human Services receives additional money not appropriated from the State General Fund or the State Highway Fund during Fiscal Year 2019-2020 or Fiscal Year 2020-2021 for the Nevada Medicaid budget or the Nevada Check-Up Program budget, the Division may accept the money in accordance with chapter 353 of NRS to support the Nevada Medicaid budget and the Nevada Check-Up Program budget.

Sec. 119. Notwithstanding the provisions of paragraph (b) of subsection 1 of NRS 353.288, the State Controller shall not make the transfer required by paragraph (b) of subsection 1 of NRS 353.288 during Fiscal Year 2020-2021 from the State General Fund to the Account to Stabilize the Operation of the State Government created by NRS 353.288.

Sec. 120. NRS 120A.610 is hereby amended to read as follows:

120A.610 1. Except as otherwise provided in subsections 4 to 8, inclusive, all abandoned property other than money delivered to the Administrator under this chapter must, within 2 years after the delivery, be sold by the Administrator to the highest bidder at public sale in whatever manner affords, in his or her judgment, the most favorable market for the property. The Administrator may decline the highest bid and reoffer the property for sale if the Administrator considers the bid to be insufficient.

2. Any sale held under this section must be preceded by a single publication of notice, not less than 21 days before sale, in a newspaper of general circulation in the county in which the property is to be sold. The Administrator may provide additional notice of any such sale at any time and in any manner that the Administrator selects.

3. The purchaser of property at any sale conducted by the Administrator pursuant to this chapter takes the property free of all claims of the owner or previous holder and of all persons claiming



through or under them. The Administrator shall execute all documents necessary to complete the transfer of ownership.

4. Except as otherwise provided in subsection 5, the Administrator need not offer any property for sale if the Administrator considers that the probable cost of the sale will exceed the proceeds of the sale. The Administrator may destroy or otherwise dispose of such property or may transfer it to:

(a) The Nevada State Museum Las Vegas, the Nevada State Museum or the Nevada Historical Society, upon its written request, if the property has, in the opinion of the requesting institution, historical, artistic or literary value and is worthy of preservation; or

(b) A genealogical library, upon its written request, if the property has genealogical value and is not wanted by the Nevada State Museum Las Vegas, the Nevada State Museum or the Nevada Historical Society.

↳ An action may not be maintained by any person against the holder of the property because of that transfer, disposal or destruction.

5. The Administrator shall transfer property to the Department of Veterans Services, upon its written request, if the property has military value.

6. Securities delivered to the Administrator pursuant to this chapter may be sold by the Administrator at any time after the delivery. Securities listed on an established stock exchange must be sold at the prevailing price for that security on the exchange at the time of sale. Other securities not listed on an established stock exchange may be sold:

(a) Over the counter at the prevailing price for that security at the time of sale; or

(b) By any other method the Administrator deems acceptable.

7. The Administrator shall hold property that was removed from a safe-deposit box or other safekeeping repository for 1 year after the date of the delivery of the property to the Administrator, unless that property is a will or a codicil to a will, in which case the Administrator shall hold the property for 10 years after the date of the delivery of the property to the Administrator. If no claims are filed for the property within that period and the Administrator determines that the probable cost of the sale of the property will exceed the proceeds of the sale, it may be destroyed.

8. All proceeds received by the Administrator from abandoned gift certificates must be accounted for separately in the Abandoned Property Trust Account in the State General Fund. At the end of each fiscal year, before any other money in the Abandoned Property



Trust Account is transferred pursuant to NRS 120A.620, the balance in the subaccount created pursuant to this subsection, less any costs, service charges or claims chargeable to the subaccount, must be transferred to the Educational Trust Account, which is hereby created in the State General Fund. The money in the Educational Trust Account may be expended only as authorized by the Legislature ~~or~~ *for any purpose*, if it is in session, or by the Interim Finance Committee, if the Legislature is not in session, for educational purposes.

Sec. 121. NRS 209.221 is hereby amended to read as follows:

209.221 1. The Offenders' Store Fund is hereby created as a special revenue fund. All money received for the benefit of offenders through contributions, and from other sources not otherwise required to be deposited in another fund, must be deposited in the Offenders' Store Fund.

2. The Director shall:

(a) Keep, or cause to be kept, a full and accurate account of the Fund;

(b) Submit reports to the Board relative to money in the Fund as may be required from time to time; and

(c) Submit a monthly report to the offenders of the amount of money in the Fund by posting copies of the report at locations accessible to offenders generally or by delivery of copies to the appropriate representatives of the offenders if any are selected.

3. Except as otherwise provided in subsections 4 to 10, inclusive, money in the Offenders' Store Fund, except interest earned upon it, must be expended for the welfare and benefit of all offenders ~~or~~ *or for any other purpose authorized by the Legislature.*

4. If necessary to cover a shortfall of money in the Prisoners' Personal Property Fund, the Director may, after obtaining the approval of the Interim Finance Committee, authorize the State Controller to transfer money from the Offenders' Store Fund to the Prisoners' Personal Property Fund, and the State Controller shall make the transfer.

5. If an offender has insufficient money in his or her individual account in the Prisoners' Personal Property Fund to repay or defray costs assessed to the offender pursuant to NRS 209.246, the Director shall authorize the State Controller to transfer sufficient money from the Offenders' Store Fund to the appropriate account in the State General Fund to pay costs remaining unpaid, and the State Controller shall make the transfer. Any money so transferred must be accounted for separately. The Director shall cause the Offenders'



Store Fund to be reimbursed from the offender's individual account in the Prisoners' Personal Property Fund, as money becomes available.

6. If the Department incurs costs related to state property that has been willfully damaged, destroyed or lost or incurs costs related to medical examination, diagnosis or treatment for an injury to an offender, the Director may authorize the State Controller to transfer money from the Offenders' Store Fund to the appropriate account in the State General Fund to repay or defray those costs if:

(a) The Director has reason to believe that an offender caused the damage, destruction, loss or injury; and

(b) The identity of the offender is unknown or cannot be determined by the Director with reasonable certainty.

↳ The State Controller shall make the transfer if authorized by the Director. Any money transferred must be accounted for separately. If the identity of the offender is determined after money has been transferred, the Director shall cause the Offenders' Store Fund to be reimbursed from the offender's individual account in the Prisoners' Personal Property Fund, as money becomes available.

7. The Director may, with approval of the Board, establish by regulation criteria for a reasonable deduction from money credited to the Offenders' Store Fund to repay or defray the costs relating to the operation and maintenance of the offenders' store, coffee shop, gymnasium and correctional officers' salaries for visitation posts where they exist in each facility. Any regulations adopted pursuant to this subsection must be adopted in accordance with the provisions of chapter 233B of NRS.

8. The Director may, with approval of the Board, establish by regulation a charge on the purchase of electronic devices by offenders to defray the costs relating to the operation of the devices. The Director shall utilize the proceeds collected from the charge established for operation of the devices to offset the energy costs of the facilities within the Department. Any regulations adopted pursuant to this subsection must be adopted in accordance with the provisions of chapter 233B of NRS.

9. The Director may, with approval of the Board, establish by regulation a charge on the use by offenders of videoconferencing equipment for conducting visits to defray the costs relating to the operation and maintenance of the equipment. The Director shall utilize the proceeds collected from the charge established for the operation and maintenance of the equipment to offset the costs of operating and maintaining the videoconferencing equipment and



correctional officers' salaries for posts for conducting visits by videoconference where the posts exist in each facility.

10. If an offender who has been assigned to a center for the purpose of making restitution is returned to an institution for committing an infraction of the regulations of the Department and the center has not been fully compensated for the cost of providing the offender with housing, transportation, meals, or medical or dental services at the center, the Director may authorize the State Controller to transfer money from the Offenders' Store Fund to the appropriate account in the State General Fund to repay or defray those costs. The State Controller shall make the transfer if authorized by the Director. Any money transferred must be accounted for separately. The Director shall cause the Offenders' Store Fund to be reimbursed from the offender's individual account in the Prisoners' Personal Property Fund, as money becomes available.

11. If an offender has insufficient money in his or her individual account in the Prisoners' Personal Property Fund to repay or defray costs assessed to the offender pursuant to NRS 209.246, the offender shall sign a statement under penalty of perjury concerning his or her financial situation. Such a statement must include, but is not limited to, the following information:

- (a) The value of any interest the offender has in real estate;
- (b) The value of the personal property of the offender;
- (c) The assets in any bank account of the offender; and
- (d) The employment status of the offender.

12. The statement required by subsection 11 must also authorize the Department to access any relevant document, for the purpose of verifying the accuracy of the information provided by the offender pursuant to this section, including, but not limited to, information regarding any bank account of the offender, information regarding any bank account held in trust for the offender and any federal income tax return, report or withholding form of the offender.

13. An offender who conceals assets from the Department or provides false or misleading information on a statement prepared pursuant to this section is guilty of a gross misdemeanor.

14. A person who aids or encourages an offender to conceal assets from the Department or to provide false or misleading information on a statement prepared pursuant to this section is guilty of a gross misdemeanor.



Sec. 122. NRS 231.14095 is hereby amended to read as follows:

231.14095 1. The Small Business Enterprise Loan Account is hereby created in the State General Fund as a revolving loan account. The Account must be administered by the Office.

2. All interest and income earned on the money in the Account must be credited to the Account.

3. The money in the Account does not revert to the State General Fund at the end of any fiscal year and must be carried forward to the next fiscal year.

4. Money in the Account must be used by the Office to develop and carry into effect the program developed by the Office pursuant to NRS 231.1409 ~~+~~ *or for any other purpose authorized by the Legislature.*

5. Claims against the Account must be paid as other claims against the agency are paid.

6. The Office may apply for and accept gifts, grants, bequests and donations from any source for deposit in the Account.

Sec. 123. NRS 232.161 is hereby amended to read as follows:

232.161 1. The Account to Restore the Sagebrush Ecosystem is hereby created in the State General Fund. The Director shall administer the Account in a manner consistent with policies and priorities established by the Sagebrush Ecosystem Council created by NRS 232.162.

2. The Director may apply for and accept any gift, donation, bequest, grant or other source of money. Any money so received must be deposited in the Account.

3. The interest and income earned on the money in the Account, after deducting any applicable charges, must be credited to the Account. Money that remains in the Account at the end of a fiscal year does not revert to the State General Fund, and the balance in the Account must be carried forward to the next fiscal year.

4. The money in the Account may only be used ~~+~~:

(a) To establish and carry out programs to preserve, restore and enhance sagebrush ecosystems pursuant to NRS 321.592 and 321.594 and is hereby authorized for expenditure as a continuing appropriation for this purpose.

(b) For any other purpose authorized by the Legislature.

5. Claims against the Account must be paid as other claims against the State are paid.



Sec. 123.5. NRS 284.350 is hereby amended to read as follows:

284.350 1. Except as otherwise provided in subsections 2, 3 and 4, an employee in the public service, whether in the classified or unclassified service, is entitled to annual leave with pay of 1 1/4 working days for each month of continuous public service. The annual leave may be cumulative from year to year not to exceed ~~{30}~~ 40 working days. The Commission may by regulation provide for additional annual leave for long-term employees and for prorated annual leave for part-time employees.

2. Except as otherwise provided in this subsection, any annual leave in excess of ~~{30}~~ 40 working days must be used before January 1 of the year following the year in which the annual leave in excess of ~~{30}~~ 40 working days is accumulated or the amount of annual leave in excess of ~~{30}~~ 40 working days is forfeited on that date. If an employee:

(a) On or before October 15, requests permission to take annual leave; and

(b) The employee's request for leave is denied in writing for any reason,

↳ the employee is entitled to payment for any annual leave in excess of ~~{30}~~ 40 working days which the employee requested to take and which the employee would otherwise forfeit as the result of the denial of the employee's request, unless the employee has final authority to approve use of the employee's own accrued leave and the employee received payment pursuant to this subsection for any unused annual leave in excess of ~~{30}~~ 40 working days accumulated during the immediately preceding calendar year. The payment for the employee's unused annual leave must be made to the employee not later than January 31.

3. Officers and members of the faculty of the Nevada System of Higher Education are entitled to annual leave as provided by the regulations adopted pursuant to subsection 2 of NRS 284.345.

4. The Commission shall establish by regulation a schedule for the accrual of annual leave for employees who regularly work more than 40 hours per week or 80 hours biweekly. The schedule must provide for the accrual of annual leave at the same rate proportionately as employees who work a 40-hour week accrue annual leave.

5. No elected state officer may be paid for accumulated annual leave upon termination of the officer's service.



6. During the first 6 months of employment of any employee in the public service, annual leave accrues as provided in subsection 1, but no annual leave may be taken during that period.

7. No employee in the public service may be paid for accumulated annual leave upon termination of employment unless the employee has been employed for 6 months or more.

8. Upon the request of an employee, the appointing authority of the employee may approve the reduction or satisfaction of an overpayment of the salary of the employee that was not obtained by the fraud or willful misrepresentation of the employee with a corresponding amount of the accrued annual leave of the employee.

Sec. 124. NRS 331.187 is hereby amended to read as follows:

331.187 1. There is created in the State Treasury the Fund for Insurance Premiums as an internal service fund to be maintained for use by the Risk Management Division of the Department of Administration and the Attorney General.

2. Each state agency shall deposit in the Fund:

(a) An amount equal to its insurance premium and other charges for potential liability, self-insured claims, other than self-insured tort claims, and administrative expenses, as determined by the Risk Management Division; and

(b) An amount for self-insured tort claims and expenses related to those claims, as determined by the Attorney General.

3. Each county shall deposit in the Fund an assessment for the employees of the district court of that county, excluding district judges, unless the county enters into a written agreement with the Attorney General to:

(a) Hold the State of Nevada harmless and assume liability and costs of defense for the employees of the district court;

(b) Reimburse the State of Nevada for any liability and costs of defense that the State of Nevada incurs for the employees of the district court; or

(c) Include the employees of the district court under the county's own insurance or other coverage.

4. ~~Expenditures from the Fund must be made~~ *Money in the Fund must be used for any purpose authorized by the Legislature or for expenditures* by the Risk Management Division or the Attorney General to an insurer for premiums of state agencies as they become due or for deductibles, self-insured property and tort claims or claims pursuant to NRS 41.0349. If the money in the Fund is insufficient to pay a tort claim, it must be paid from the Reserve for Statutory Contingency Account.

5. As used in this section:



(a) "Assessment" means an amount determined by the Risk Management Division and the Attorney General to be equal to the share of a county for:

- (1) Applicable insurance premiums;
- (2) Other charges for potential liability and tort claims; and
- (3) Expenses related to tort claims.

(b) "State agency" includes, without limitation, a part-time or full-time board, commission or similar body of the State which is created by law.

Sec. 125. NRS 387.1253 is hereby amended to read as follows:

387.1253 1. The Teachers' School Supplies Assistance Account is hereby created in the State General Fund. The Department shall administer the Account.

2. The money in the Account must be invested as other money of the State is invested. All interest and income earned on the money in the Account must be credited to the Account.

3. The money in the Account must be used only for the purposes specified in NRS 387.1255 ~~or~~ *or for any other purpose authorized by the Legislature.*

4. Any money remaining in the Account at the end of a fiscal year does not revert to the State General Fund, and the balance in the Account must be carried forward.

5. The Department may accept gifts, grants, bequests and donations from any source for deposit in the Account.

Sec. 126. NRS 387.129 is hereby amended to read as follows:

387.129 1. The Account for the New Nevada Education Funding Plan is hereby created in the State General Fund, to be administered by the Superintendent of Public Instruction. The Superintendent of Public Instruction may accept gifts and grants of money from any source for deposit in the Account. Any money from gifts and grants may be expended in accordance with the terms and conditions of the gift or grant, or in accordance with subsection 2. The interest and income earned on the sum of:

- (a) The money in the Account; and
- (b) Unexpended appropriations made to the Account from the State General Fund,

↪ must be credited to the Account. Any money remaining in the Account at the end of a fiscal year does not revert to the State General Fund, and the balance in the Account must be carried forward to the next fiscal year.

2. The money in the Account may only be used for public schools and public education pursuant to NRS 387.129 to 387.139,



inclusive ~~it~~ *or for any other purpose authorized by the Legislature.*

3. The board of trustees of each school district and the sponsor of each charter school shall establish a special revenue fund and direct that the money the board of trustees or sponsor receives pursuant to NRS 387.131 be deposited in the special revenue fund. Money in the special revenue fund must not be commingled with money from other sources. The board of trustees or the sponsor, as applicable, shall disburse money in the special revenue fund to public schools in the school district or sponsored by the sponsor, as applicable, in accordance with NRS 387.131. The money in the special revenue fund:

(a) Must be used only as provided in NRS 387.133;

(b) Must not be used to settle or arbitrate disputes between a recognized organization representing employees of the school district or the governing body of the charter school and the school district or governing body, as applicable, to settle any negotiation or to adjust the schedules of salaries and benefits of the employees of a school district or charter school, as applicable; and

(c) Which remains in the special revenue fund at the end of a fiscal year reverts to the Account for the New Nevada Education Funding Plan.

Sec. 127. NRS 391.369 is hereby amended to read as follows:

391.369 1. The Account for Computer Education and Technology is hereby created in the State General Fund, to be administered by the Superintendent of Public Instruction. The Superintendent of Public Instruction may accept gifts and grants of money from any source for deposit in the Account. Any money from gifts and grants may be expended in accordance with the terms and conditions of the gift or grant and in accordance with regulations adopted pursuant to subsection 2. The interest and income earned on the sum of money in the Account and any unexpended appropriations made to the Account from the State General Fund must be credited to the Account. Any money remaining in the Account does not revert to the State General Fund, and the balance in the Account must be carried forward to the next fiscal year.

2. Except as otherwise provided in subsection 1, the money in the Account may be used only for providing or reimbursing the cost of training in computer literacy and computer science pursuant to NRS 391.365 and 396.5199 ~~it~~ *or for any other purpose authorized by the Legislature.* The State Board shall adopt regulations governing the distribution of money in the Account for ~~this~~



~~purpose.]~~ *providing or reimbursing the cost of training in computer literacy and computer science pursuant to NRS 391.365 and 396.5199.*

Sec. 128. NRS 391A.400 is hereby amended to read as follows:

391A.400 1. There is hereby created the Grant Fund for Incentives for Licensed Educational Personnel to be administered by the Department. The Department may accept gifts and grants from any source for deposit in the Grant Fund. *Money in the Grant Fund must be used to provide grants pursuant to this section or for any other purpose authorized by the Legislature.*

2. The board of trustees of each school district shall establish a program of incentive pay for licensed teachers, school psychologists, school librarians, school counselors and administrators employed at the school level which must be designed to attract and retain those employees. The program must be negotiated pursuant to chapter 288 of NRS and must include, without limitation, the attraction and retention of:

(a) Licensed teachers, school psychologists, school librarians, school counselors and administrators employed at the school level who have been employed in that category of position for at least 5 years in this State or another state and who are employed in schools which are at-risk, as determined by the Department pursuant to subsection 8; and

(b) Teachers who hold a license or endorsement in the field of mathematics, science, special education, English as a second language or other area of need within the school district, as determined by the Superintendent of Public Instruction.

3. A program of incentive pay established by a school district must specify the type of financial incentives offered to the licensed educational personnel. Money available for the program must not be used to negotiate the salaries of individual employees who participate in the program.

4. If the board of trustees of a school district wishes to receive a grant of money from the Grant Fund, the board of trustees shall submit to the Department an application on a form prescribed by the Department. The application must include a description of the program of incentive pay established by the school district.

5. The Superintendent of Public Instruction shall compile a list of the financial incentives recommended by each school district that submitted an application. On or before December 1 of each year, the Superintendent shall submit the list to the Interim Finance Committee for its approval of the recommended incentives.



6. After approval of the list of incentives by the Interim Finance Committee pursuant to subsection 5 and within the limits of money available in the Grant Fund, the Department shall provide grants of money to each school district that submits an application pursuant to subsection 4 based upon the amount of money that is necessary to carry out each program. If an insufficient amount of money is available to pay for each program submitted to the Department, the amount of money available must be distributed pro rata based upon the number of licensed employees who are estimated to be eligible to participate in the program in each school district that submitted an application.

7. An individual employee may not receive as a financial incentive pursuant to a program an amount of money that is more than \$3,500 per year.

8. The Department shall, in consultation with representatives appointed by the Nevada Association of School Superintendents and the Nevada Association of School Boards, develop a formula for identifying at-risk schools for purposes of this section. The formula must be developed on or before July 1 of each year and include, without limitation, the following factors:

(a) The percentage of pupils who are eligible for free or reduced-price lunches pursuant to 42 U.S.C. §§ 1751 et seq.;

(b) The transiency rate of pupils;

(c) The percentage of pupils who are English learners;

(d) The percentage of pupils who have individualized education programs; and

(e) The percentage of pupils who drop out of high school before graduation.

9. The board of trustees of each school district that receives a grant of money pursuant to this section shall evaluate the effectiveness of the program for which the grant was awarded. The evaluation must include, without limitation, an evaluation of whether the program is effective in recruiting and retaining the personnel as set forth in subsection 2. On or before December 1 of each year, the board of trustees shall submit a report of its evaluation to the:

(a) Governor;

(b) State Board;

(c) Interim Finance Committee;

(d) If the report is submitted in an even-numbered year, Director of the Legislative Counsel Bureau for transmittal to the next regular session of the Legislature; and

(e) Legislative Committee on Education.



Sec. 129. NRS 391A.500 is hereby amended to read as follows:

391A.500 1. The Great Teaching and Leading Fund is hereby created in the State General Fund, to be administered by the Superintendent of Public Instruction. The Superintendent may accept gifts and grants from any source for deposit in the Fund. Any money from such gifts and grants must be expended only in accordance with the terms and conditions of the gift or grant, or in accordance with NRS 391A.500 to 391A.515, inclusive.

2. The interest and income earned on:

(a) Money in the Fund, after deducting any applicable charges; and

(b) Unexpended appropriations made to the Fund from the State General Fund,

↪ must be credited to the Fund.

3. Any money in the Fund and any unexpended appropriations made to the Fund from the State General Fund remaining at the end of a fiscal year do not revert to the State General Fund, and the balance in the Fund must be carried forward to the next fiscal year.

4. The money in the Fund may only be used for public schools and public education, as authorized by the Legislature and in accordance with the priorities of programs prescribed by the State Board pursuant to subsection 4 of NRS 391A.505 ~~§~~, *or for any other purpose authorized by the Legislature.*

Sec. 130. NRS 396.9645 is hereby amended to read as follows:

396.9645 1. The Nevada Promise Scholarship Account is hereby created in the State General Fund. The Account must be administered by the State Treasurer.

2. The interest and income earned on:

(a) The money in the Account, after deducting any applicable charges; and

(b) Unexpended appropriations made to the Account from the State General Fund,

↪ must be credited to the Account.

3. Any money remaining in the Account at the end of a fiscal year, including, without limitation, any unexpended appropriations made to the Account from the State General Fund, does not revert to the State General Fund, and the balance in the Account must be carried forward to the next fiscal year.

4. The State Treasurer may accept gifts and grants of money from any source for deposit in the Account.



5. The money in the Account may only be used to distribute money to the Board of Regents for the purpose of awarding Nevada Promise Scholarships to students who are eligible to receive such scholarships under the provisions of NRS 396.9665 ~~or~~ *or for any other purpose authorized by the Legislature.*

Sec. 131. NRS 458.098 is hereby amended to read as follows:

458.098 1. The Tax on Liquor Program Account is hereby created in the State General Fund.

2. Money in the Account that is received pursuant to NRS 369.174 must be used for the purposes specified in NRS 458.097 ~~or~~ *or for any other purpose authorized by the Legislature.*

3. All claims must be approved by the Administrator before they are paid.

Sec. 131.1. 1. Notwithstanding any provision of law to the contrary:

(a) A participating state agency is required to pay the State's share of the cost of premiums or contributions for group insurance to the Public Employees' Benefits Program for only 11 months of Fiscal Year 2020-2021 for each permanent, full-time state officer or employee who elects to participate in the Program or person who retires with state service and who elects to continue to participate in the Program.

(b) No increase in deductions from the compensation of such a state officer or employee, or from the retirement benefit of such a retired person from the Public Employees' Retirement System, for the cost of his or her premiums or contributions for group insurance may result from the provisions of paragraph (a).

2. Each participating state agency shall determine the amount of money from its appropriations or authorizations that it would have paid to the Public Employees' Benefits Program for the one month of Fiscal Year 2020-2021 for which it is not required to make payments to the Program. Upon approval of the Chief of the Budget Division of the Office of Finance, the Senate Fiscal Analyst and the Assembly Fiscal Analyst, revisions in the work programs for Fiscal Year 2020-2021 for those participating state agencies must be processed and carried out without further approval by the Legislature or the Interim Finance Committee, to transfer any amount of money determined by the participating state agency pursuant to this subsection for which the source is the State General Fund or the State Highway Fund to Category 93, Reserve for Reversion, within the appropriate account of the participating state agency.



3. Any amount of money which a participating state agency determines pursuant to subsection 2 that:

(a) It would have paid to the Public Employees' Benefits Program for the one month of Fiscal Year 2020-2021 for which it is not required to make payments to the Program; and

(b) Is derived from a source other than the State General Fund or the State Highway Fund,

↳ must not be transferred to Category 93, Reserve for Reversion, and remains authorized for expenditure in the existing budget account of the participating state agency.

4. Notwithstanding any other provision of law to the contrary, all money transferred to Category 93, Reserve for Reversion, pursuant to subsection 2 must, as soon as practicable, be transferred to Budget Account 101-9015, Budget Reserve, and must be reverted to the State General Fund on or before September 17, 2021.

5. As used in this section, "participating state agency" means a department, commission, board, bureau or other agency of the Executive, Legislative or Judicial Department of the State Government, including, without limitation, the Public Employees' Retirement System, the Nevada System of Higher Education and a regulatory body, as defined in NRS 622.060.

Sec. 131.2. 1. Except as otherwise provided in section 131.4 of this act:

(a) For the period beginning on January 1, 2021, and ending on June 30, 2021, each employee of the State shall:

(1) If he or she is a full-time employee, take 48 hours of unpaid furlough leave during the fiscal year.

(2) If he or she is employed less than full time, take a number of hours of unpaid furlough leave during the fiscal year which is equal to the average number of hours worked per working day multiplied by 6.

(b) Except as otherwise provided in subsections 4 and 5, the requirements in paragraph (a) apply to all Departments of the State Government and includes the Nevada System of Higher Education, the Public Employees' Retirement System and all other entities of the State Government.

2. Furlough leave pursuant to this section must be scheduled and approved in the same manner as other leave. Notwithstanding any statute or regulation to the contrary and except as otherwise provided pursuant to subsections 3 and 4, an employee who is on furlough leave is considered to have worked that day or portion of a day, as applicable, for all purposes except payment of salary and determination of overtime, including without limitation:



- (a) Accrual of sick and annual leave;
- (b) Determining the employee's pay progression date;
- (c) The duration of a probationary period;
- (d) Determining eligibility for holiday pay if the shift immediately precedes a holiday;
- (e) Seniority for all purposes, including layoffs;
- (f) The Public Employees' Benefits Program; and
- (g) The Public Employees' Retirement System, including for the purposes of contributions to the System, subject to the requirements of sections 131.3 and 131.4 of this act.

3. Except as otherwise provided in subsection 4, the Personnel Commission shall adopt regulations to carry out the provisions of this section for the employees of the Executive Department of the State Government.

4. For the purposes of this section:

(a) The Board of Regents of the University of Nevada shall determine and implement the method by which the professional employees of the Nevada System of Higher Education will participate in the requirements pertaining to furlough leave pursuant to this section.

(b) The Public Employees' Retirement Board shall determine and implement the method by which the employees of the Public Employees' Retirement System will participate in the requirements pertaining to furlough leave pursuant to this section.

(c) The Supreme Court of Nevada shall determine and implement the method by which the employees of the Judicial Department of the State Government will participate in the requirements pertaining to furlough leave pursuant to this section.

(d) The Legislative Commission shall determine and implement the method by which the employees of the Legislative Department of the State Government will participate in the requirements pertaining to furlough leave pursuant to this section.

5. The requirements of this section do not apply to employees of the Department of Tourism and Cultural Affairs whose standard workweek is 32 hours or less.

Sec. 131.3. 1. It is the intent of the Legislature to establish a program whereby employees of the State and other participating employers who take furlough leave due to extreme fiscal need, including employees required to take furlough leave pursuant to section 131.2 of this act, be held harmless in the accumulation of retirement service credit and reported salary pursuant to chapter 286 of NRS.



2. Except as otherwise required as a result of NRS 286.537 and notwithstanding the provisions of NRS 286.481, an employee is entitled to receive full service credit for time taken as furlough leave pursuant to the program established pursuant to section 131.2 of this act if:

(a) The employee does not take more than 48 hours of furlough leave in the fiscal year; and

(b) The public employer certifies to the System that the employer is participating in the furlough program established pursuant to section 131.2 of this act and that the furlough leave which is reported for the employee is taken in accordance with the requirements of section 131.2 of this act.

3. In any month in which a day, or a portion of a day, of furlough leave is taken, an employee is entitled to receive full-time service credit for the furlough leave in accordance with the normal workday for the employee. An employee who is less than full time is entitled to service credit in the same manner and to the same extent as though the employee had worked the hours taken as furlough leave.

4. When a member is on furlough leave pursuant to the program certified by the public employer in accordance with this section, the public employer must:

(a) Include all information required by the System on the public employer's regular monthly retirement report as provided in NRS 286.460; and

(b) Pay all required employer and employee contributions to the System based on the compensation that would have been paid to the member but for the member's participation in the program. The public employer may recover from the employee the amount of the employee contributions set forth in NRS 286.410.

5. Service credit under the program established pursuant to this section must be computed according to the fiscal year.

6. As used in this section:

(a) "Member" has the meaning ascribed to it in NRS 286.050.

(b) "Public employer" has the meaning ascribed to it in NRS 286.070.

(c) "System" means the Public Employees' Retirement System.

Sec. 131.4. 1. It is the intent of the Legislature to limit exceptions to the requirement of furlough leave for employees of the State pursuant to section 131.2 of this act to identified areas of critical need. If an employer participating in the program established pursuant to section 131.2 of this act determines that a position cannot be subject to furlough leave because of the need to provide appropriate services that are necessary to the protection of public



health, safety and welfare, the governing body of the agency must make findings on the record in a public meeting that:

(a) The position is necessary to the protection of public health, safety or welfare;

(b) The public health, safety or welfare will be significantly diminished if mandatory furlough leave is implemented for employees in these positions; and

(c) No alternatives exist to provide for the protection of public health, safety or welfare.

2. For the purposes of subsection 1:

(a) Except as otherwise provided in this subsection, the State Board of Examiners shall determine positions within the Executive Department of the State Government that cannot be subject to furlough leave.

(b) The Board of Regents of the University of Nevada shall determine positions within the Nevada System of Higher Education that cannot be subject to furlough leave.

(c) The Public Employees' Retirement Board shall determine positions within the Public Employees' Retirement System that cannot be subject to furlough leave.

(d) The Supreme Court of Nevada shall determine positions within the Judicial Department of the State Government that cannot be subject to furlough leave.

(e) The Legislative Commission shall determine positions within the Legislative Department of the State Government that cannot be subject to furlough leave.

3. The entities described in subsection 2 shall report to the Interim Finance Committee on a quarterly basis all positions that have been determined not to be subject to furlough leave pursuant to this section and the reasons for such determinations.

4. If the position of an employee is determined not to be subject to furlough leave pursuant to this section, the salary of the employee must be reduced by 4.6 percent for the portion of the period beginning on January 1, 2021, and ending on June 30, 2021, during which the position is not subject to furlough leave.

Sec. 131.5. 1. Except as otherwise provided in subsection 2, upon approval of the Chief of the Budget Division of the Office of Finance, the Senate Fiscal Analyst and the Assembly Fiscal Analyst, revisions in the work programs for Fiscal Year 2020-2021 to implement the provisions of sections 131.2, 131.3 and 131.4 of this act must be processed and carried out without further approval by the Legislature or the Interim Finance Committee, to transfer the amounts determined to implement those provisions to Category 93,



Reserve for Reversion, within the appropriate account of the state agency.

2. If any amount of the money to implement the provisions of sections 131.2, 131.3 and 131.4 of this act is derived from a source other than the State General Fund or the State Highway Fund, such money must not be transferred to Category 93, Reserve for Reversion, and remains authorized for expenditure in the existing budget account of the state agency.

3. Notwithstanding any other provision of law to the contrary, all money transferred to Category 93, Reserve for Reservation, pursuant to subsection 1 must, as soon as practicable, be transferred to Budget Account 101-9015, Budget Reserve, and must be reverted to the State General Fund on or before September 17, 2021.

Sec. 131.6. If the State of Nevada receives from the Federal Government on or after the effective date of this section money that the State of Nevada is authorized to use to offset state revenue shortfalls in Fiscal Year 2020-2021, including, without limitation, staff support and targeted pandemic response programs, or money as a result of the enactment of a state law that reduces the amount of the deductions subtracted from the gross yield of a mining operation to determine the amount of the net proceeds of the mining operation that are taxable pursuant to NRS 362.100 to 362.240, inclusive, the Chief of the Budget Division of the Office of Finance created by NRS 223.400 shall disburse the money in accordance with the provisions of chapter 353 of NRS in the following order of priority, as money is available:

1. Disbursement to Budget Account 101-2677 - New Nevada Education Funding Plan to restore the budgetary reduction to that account in this act.

2. Disbursement to Budget Account 101-2699 - Read by Grade Three to restore the budgetary reduction to that account in this act.

3. Elimination of the unpaid furlough leave, or reduction in salary for persons exempted pursuant to section 131.4 of this act, that is required pursuant to sections 131.2, 131.3 and 131.4 of this act.

4. Disbursement for any other budgetary reduction in this act.

5. Disbursement for any other purpose authorized by law.

Sec. 132. The provisions of this act do not apply to the extent that the provisions would constitute an impairment of the rights of holders of the bonds or similar obligations issued by the State of Nevada or a political subdivision thereof. If there are any such outstanding bonds or obligations, the State of Nevada and its officers and agencies shall take whatever actions that are deemed



necessary to protect the interests of the State and the rights of the holders of the bonds and similar obligations.

Sec. 133. If any provision of this act, or the application thereof to any person, thing or circumstance, is held invalid, such invalidity shall not affect any provision or application of this act which can be given effect without the invalid provision or application, and to this end the Legislature declares that:

1. Each provision of this act is severable and independent;

2. The Legislature would have passed this act and each valid provision thereof, irrespective of the invalid provision or application; and

3. Each valid provision or application must be given effect to the fullest extent possible, irrespective of the invalid provision or application.

Sec. 134. Notwithstanding the provisions of NRS 218D.435, a committee may vote on this act before the expiration of the period prescribed for the return of a fiscal note in NRS 218D.475. This section applies retroactively from and after July 8, 2020.

Sec. 134.1. Sections 56.5 and 118.5 of this act only apply to Fiscal Year 2019-2020 and Fiscal Year 2020-2021.

Sec. 134.5. Sections 131.2 to 131.5, inclusive, of this act are hereby repealed.

Sec. 135. 1. This section and sections 1 to 134.1, inclusive, of this act become effective upon passage and approval.

2. Section 134.5 of this act becomes effective on December 31, 2020, if the Chief of the Budget Division of the Office of Finance created by NRS 223.400 has certified to the Governor on or before that date that the State of Nevada has received an amount of federal money that:

(a) Is at least equal to the State General Fund savings anticipated to be realized from the implementation of the unpaid furlough leave requirements in sections 131.2, 131.3 and 131.4 of this act and has been applied for this purpose pursuant to subsection 3 of section 131.6 of this act; and

(b) May be used for the general operations of the State of Nevada.

3. Sections 125 and 126 of this act expire by limitation on June 30, 2021.

4. Section 123.5 of this act expires by limitation on January 31, 2022.



EMERGENCY REGULATION

Section 1. Chapter 284 of NAC is hereby amended by adding thereto a new section to read as follows:

NEW Furlough leave.

1. *An appointing authority may establish a policy that defines the minimum increment of furlough leave required to be taken at any one time by an employee of the appointing authority if the appointing authority determines that the minimum increment is necessary based on business necessity. The policy may provide different increments for employees in different divisions, locations or work groups based on business necessity. The appointing authority shall disseminate the policy to each employee under its authority who is required to take furlough leave.*

2. *The total number of hours of furlough leave required to be taken in a fiscal year by an employee who is initially appointed to state service after January 1, 2021 is:*

(a) *For a full-time employee, the equivalent of 8 hours of furlough leave for each full month remaining in the fiscal year.*

(b) *For a part-time employee, the equivalent of the portion of 8 hours of furlough leave for each full month remaining in the fiscal year that is proportional to the average number of hours worked by the part-time employee.*

↪ *If such an employee is appointed to state service on a day other than the first day of a month, the month in which the employee is appointed is not included in the calculation set forth in this subsection.*

3. *To the extent practicable, an employee who is required to take furlough leave and his or her supervisor shall jointly determine in advance a schedule pursuant to which the employee will take furlough leave. If, because of business necessity, such a schedule cannot be mutually agreed upon, a supervisor may direct an employee to take furlough leave on a specific day or at a specific time, or both.*

4. *Movement of an employee from one position to another position must not alter the amount of furlough leave required to be taken by the employee.*

5. *The amount of furlough leave that an employee is required to take must not be offset by any savings realized as a result of a delay in filling the position that the employee holds.*

6. *An appointing authority shall not require or allow an employee to take more than 12 hours of furlough leave in a workweek.*

7. *Unless approved in advance by the Administrator of the Division of Human Resource Management and the Director of the Department of Administration or their designated representatives or, in the case of employees of the Nevada System of Higher Education, by the chief financial officer of the applicable institution, an appointing authority shall not require or allow an employee to work additional time during the same workweek in which the employee takes furlough leave if the additional time would be:*

(a) *Overtime for which the employee would be entitled to be compensated; or*

(b) *Added regular time for work as a part-time employee.*

8. *An employee who leaves state service will not be reimbursed for any furlough leave taken.*

9. *Any furlough leave taken by an employee must be considered time worked for the purpose of calculating the employee's eligibility to take leave under the federal Family and Medical Leave Act. Any furlough leave that is taken during the time in which an employee takes leave*

that qualifies under the Family and Medical Leave Act will not be counted against the amount of leave which an employee is entitled to take under the Family and Medical Leave Act.

10. As used in this section, “furlough leave” means the unpaid leave required to be taken pursuant to the provisions of chapter 5, Statutes of Nevada 2020, at page 94.

Personnel Commission Meeting
December 4, 2020

FOR INFORMATION ONLY

Attached is a list of classes and positions which have previously been approved for pre-employment testing. This list has been provided for you to use as a reference when determining which classes and/or positions the Commission may wish to approve at this meeting.

STATE OF NEVADA

POSITIONS/CLASSES APPROVED FOR PRE-EMPLOYMENT CONTROLLED SUBSTANCE TESTING CHANGES EFFECTIVE SEPTEMBER 18, 2020

(All positions in each class have been approved for pre-employment controlled substance testing, unless otherwise noted (*) for a specific agency(s) and/or position(s). Classes in *bold/italics* are new to the list.)

<u>CLASS/TITLE CODE</u>	<u>TITLE</u>	<u>*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.</u>
1.401	WEIGHTS AND MEASURES INSPECTOR IV	
1.404	WEIGHTS AND MEASURES INSPECTOR III	
1.407	WEIGHTS AND MEASURES INSPECTOR II	
1.410	WEIGHTS AND MEASURES INSPECTOR I	
1.413	WEIGHTS AND MEASURES ASSISTANT (SEASONAL)	
1.608	FIELD ASSISTANT II (PARC)	
1.737	BIOLOGIST I*	AGR - PCN 4600-0025
1.770	WILDLIFE AREA SUPERVISOR II	
1.771	WILDLIFE AREA SUPERVISOR I	
1.772	FISH HATCHERY SUPERVISOR II	
1.774	FISH HATCHERY SUPERVISOR I	
1.776	FISH HATCHERY TECHNICIAN III	
1.778	FISH HATCHERY TECHNICIAN II	
1.780	FISH HATCHERY TECHNICIAN I	
1.785	WILDLIFE AREA TECHNICIAN III	
1.786	WILDLIFE AREA TECHNICIAN II	
1.787	WILDLIFE AREA TECHNICIAN I	
1.811	FORESTER III	
1.812	FIRE MANAGEMENT OFFICER II	
1.813	FORESTER II	
1.814	FIRE MANAGEMENT OFFICER I	
1.816	BATTALION CHIEF	
1.817	CONSERVATION CREW SUPERVISOR III	
1.818	FORESTER I	
1.819	FIREFIGHTER II	
1.820	CONSERVATION CREW SUPERVISOR II	
1.822	FIRE CONTROL DISPATCHER III	
1.823	SEASONAL FIRE CONTROL DISPATCHER II*	DCNR-FORESTRY DIVISION - ALL PCNS
1.824	SEASONAL FIRE CONTROL DISPATCHER I*	DCNR-FORESTRY DIVISION - ALL PCNS
1.825	CONSERVATION CREW SUPERVISOR I	
1.826	FIRE CONTROL DISPATCHER II	
1.827	FIRE CONTROL DISPATCHER I	
1.828	SEASONAL FIREFIGHTER III*	DCNR-FORESTRY DIVISION - ALL PCNS

1.829	SEASONAL FIREFIGHTER II*	DCNR-FORESTRY DIVISION - ALL PCNS
1.831	SEASONAL FIREFIGHTER I*	DCNR-FORESTRY DIVISION - ALL PCNS
1.835	HELITACK SUPERVISOR	
1.850	FIRE CAPTAIN	
1.852	FIREFIGHTER I	
1.907	PARKS REGIONAL MANAGER (NON-COMMISSIONED)	
1.912	PARK INTERPRETER	
1.918	LIFEGUARD II	
1.919	LIFEGUARD I	
1.921	PARK RANGER III (NON-COMMISSIONED)	
1.922	PARK RANGER II (NON-COMMISSIONED)	
1.923	PARK RANGER I (NON-COMMISSIONED)	
1.967	PARK SUPERVISOR III (NON-COMMISSIONED)	
1.968	PARK SUPERVISOR II (NON-COMMISSIONED)	
1.969	PARK SUPERVISOR I (NON-COMMISSIONED)	
2.124	MAIL SERVICE SUPERVISOR*	BCN - ALL PCNS
2.126	MAIL SERVICE TECHNICIAN*	BCN - ALL PCNS
2.127	MAIL SERVICE CLERK I*	BCN - ALL PCNS
2.129	MAIL SERVICE CLERK II*	BCN - ALL PCNS
2.153	LEGAL SECRETARY II*	TAXI - PCN 0038
2.210	ADMINISTRATIVE ASSISTANT IV*	DPS - PCNS 3743-0106, 3743-33, 3743-1111, 3743-1112, 4701-0106, 4701-0155, 4701-0706, 4701-0805, 4701-0870, 4709-42, 4709-70, 4709-71, 4709-72, 4709-73, 4709-206, 4709-625, 4709-645, 4709-665, 4709-1004, 4709-1006, 4709-1007, 4709-1009, 4709-8004, 4709-8018, 4709-8031, 4709-8038, 4709-8039, 4709-8040, 4709-8041, 4709-8042, 4709-8043, 4709-8049 , 4709-8050 , 4709-9013, 4709-9018, 4709-9019, 4713-0706, 4713-155, 4713-805; TAXI - PCN 0023
2.211	ADMINISTRATIVE ASSISTANT III*	DMV - PCNS RE7015, WF7047; DPS - PCNS 3740-1412, 3743-0028, 3743-5, 3743-15, 3743-17, 3743-32, 3743-34, 3743-60, 3743-61, 3743-62, 3743-64, 3743-65, 3743-1011, 3743-1014, 3743-1017, 3743-1020, 3743-1100, 3743-1101, 3743-1102, 3743-1103, 3743-1104, 3743-1105, 3743-1106, 3743-1107, 3743-1108, 3743-1109, 3744-10, 3744-13, 3744-16, 3744-19, 4702-51, 4702-147, 4702-315, 4702-328, 4702-648, 4702-705, 4702-871, 4702-11033, 4702-11034, 4709-36, 4709-37, 4709-58, 4709-620, 4709-630, 4709-8005, 4709-8007, 4709-8010, 4709-8011, 4709-8016, 4709-8017, 4709-8019, 4709-8020, 4709-8021, 4709-9001, 4709-9002, 4709-9011, 4709-9012, 4709-

		9016, 4709-9017; TAXI - PCNS 0011, 0061
2.212	ADMINISTRATIVE ASSISTANT II*	DPS - PCNS 3743-1021, 4702-32, 4709-2, 4709-8044, 4709-8045, 4709-8046, 4709-8048, 4709-9003, 4709-9004, 4709-9005, 4709-9006, 4709-9007, 4709-9008, 4709-9009, 4709-9010, 4709-16, 4709-17, 4709-18, 4709-25, 4709-26, 4709-34, 4709-57, 4709-62, 4709-204, 4709-205, 4709-605, 4709-660, 4709-8006, 4709-8008, 4709-8009, 4713-0870; TAXI - PCNS 0003, 0013, 0020, 0043, 0046, 0066, 0074, 0075, 0092, 0095
2.301	ACCOUNTING ASSISTANT III*	DPS - PCNS 3743-16, 4709-38, 4709-8022
2.303	ACCOUNTING ASSISTANT II*	DPS - PCN 4709-15
2.819	SUPPLY TECHNICIAN III*	PURCHASING - PCN 0027
2.824	SUPPLY TECHNICIAN II*	PURCHASING - PCN 0029; BCN - ALL PCNS
2.827	SUPPLY ASSISTANT*	BCN - ALL PCNS
2.836	SUPPLY TECHNICIAN I*	BCN - ALL PCNS
3.203	FOOD SERVICE COOK/SUPERVISOR II*	BCN - ALL PCNS
3.206	FOOD SERVICE COOK/SUPERVISOR I*	BCN - ALL PCNS
3.213	FOOD SERVICE WORKER II*	BCN - ALL PCNS
3.218	FOOD SERVICE WORKER I*	BCN - ALL PCNS
3.504	DRIVER – SHUTTLE BUS II*	BCN – ALL PCNS
3.505	DRIVER - SHUTTLE BUS I	
3.506	DRIVER - VAN/AUTOMOBILE	
3.520	FAMILY SUPPORT WORKER III*	BCN - ALL PCNS
3.521	FAMILY SUPPORT WORKER II*	BCN - ALL PCNS
3.524	FAMILY SUPPORT WORKER I*	BCN - ALL PCNS
3.530	TRANSPORTATION AND SAFETY ATTENDANT III*	NDVS – ALL PCNS
3.535	TRANSPORTATION AND SAFETY ATTENDANT II*	NDVS – ALL PCNS
3.540	TRANSPORTATION AND SAFETY ATTENDANT I*	NDVS – ALL PCNS
5.103	PRINCIPAL	
5.104	VICE PRINCIPAL	
5.106	ACADEMIC TEACHER	
5.112	VOCATIONAL EDUCATION INSTRUCTOR	
5.174	CHILD CARE WORKER II*	BCN - ALL PCNS

5.175	CHILD CARE WORKER I*	BCN - ALL PCNS
6.209	SUPERVISOR III, ASSOCIATE ENGINEER*	NDOT - PCNS 017009, 017046, 018-037, ALL PCNS BEGINNING W/ 930
6.211	SUPERVISOR II, ASSOCIATE ENGINEER*	NDOT - PCNS 027006, 028006, 255001, ALL PCNS BEGINNING W/ 930
6.215	SUPERVISOR I, ASSOCIATE ENGINEER*	NDOT -PCNS 017021, 017034, 017048, 028008, ALL PCNS BEGINNING W/ 930
6.223	ADMINISTRATOR I, PROFESSIONAL ENGINEER*	NDOT - PCN 301012
6.224	MANAGER I, PROFESSIONAL ENGINEER*	NDOT - ALL PCNS BEGINNING W/ 930
6.228	STAFF II, ASSOCIATE ENGINEER*	NDOT - PCNS 018024, 018025, 018036, 018037, 018046, 018047
6.229	STAFF I, ASSOCIATE ENGINEER*	NDOT - PCNS 020014, 034001, 255002, 080001, 080002, 080005, 080006, 080007, 080010
6.305	ENGINEERING TECHNICIAN V*	NDOT - PCN 028015
6.308	ENGINEER TECHNICIAN IV*	NDOT - PCN 027023, ALL PCNS BEGINNING W/ 930
6.313	ENGINEERING TECHNICIAN III*	NDOT - PCNS 017037, 017038, 017039, 017040, 017041, 017042, 017050, 017051, 017052, 027019, 027022, 028010, 028011, 028013, 028016, 028021, 028022, 028030, 101342, 255003, ALL PCNS BEGINNING W/ 930
6.355	ARCHITECTURAL DRAFTER IV*	BCN - ALL PCNS
6.358	ARCHITECTURAL DRAFTER III*	BCN - ALL PCNS
6.750	CONSTRUCTION PROJECT COORDINATOR III*	BCN - ALL PCNS
6.751	PROJECT MANAGER III*	BCN - ALL PCNS
6.754	BUILDING CONSTRUCTION INSPECTOR III*	BCN - ALL PCNS; D of A - ALL PCNS
6.755	BUILDING CONSTRUCTION INSPECTOR IV*	D of A - ALL PCNS
6.758	CONSTRUCTION PROJECT COORDINATOR II*	BCN - ALL PCNS
6.762	PROJECT MANAGER II*	BCN - ALL PCNS
6.763	PROJECT MANAGER I*	BCN - ALL PCNS
6.966	DEVELOPMENT TECHNICIAN IV*	BCN - ALL PCNS
6.978	DEVELOPMENT TECHNICIAN III*	BCN - ALL PCNS
6.979	DEVELOPMENT TECHNICIAN II*	BCN - ALL PCNS
6.980	DEVELOPMENT TECHNICIAN I*	BCN - ALL PCNS
6.981	ELECTRONICS TECHNICIAN II*	BCN, NDOC - ALL PCNS
6.987	ELECTRONICS TECHNICIAN III*	BCN, NDOC - ALL PCNS
6.988	ELECTRONICS TECHNICIAN I*	BCN, NDOC - ALL PCNS
7.141	ACCOUNTANT TECHNICIAN II*	DPS - PCNS 0030, 4709-1010
7.143	ACCOUNTANT TECHNICIAN I*	DPS - PCN 4702-30
7.154	AUDITOR II*	DHHS PBH - PCNS 0031, 0033, 0041
7.216	ADMINISTRATIVE SERVICES OFFICER III*	DPS - PCN 4709-0023
7.217	ADMINISTRATIVE SERVICES OFFICER II*	DPS - PCN 4709-23
7.218	ADMINISTRATIVE SERVICES OFFICER I*	DPS - PCN 3743-6
7.519	TRAINING OFFICER I*	NDOT - ALL PCNS
7.524	TRAINING OFFICER II*	DPS - NHP - HAZARDOUS MATERIALS - PCN 5
7.624	MANAGEMENT ANALYST III*	DPS - PCNS 4709-3, 4709-200, 4709-9015

7.625	MANAGEMENT ANALYST II*	DPS - PCN 4709-39; TAXI - PCNS 0002, 0078
7.637	MANAGEMENT ANALYST I*	DPS - PCNS 3743-9, 3743-79, 4709-40
7.643	PROGRAM OFFICER III*	DHHS PBH - PCN 0038; DPS - PCN 4702-0086
7.647	PROGRAM OFFICER II*	BCN - PCN P0000505; DPS- PCNS 3743-1022, 4701-0950, 4709-19, 4709-24, 4709-35, 4709-8003, 4709-8012
7.649	PROGRAM OFFICER I*	DPS - PCN 3744-82, 4702-322, 4709-8030, 4709-8036, 4709-8037, 4709-8052, 4709-9020, 4709-9021 ; FIRE MARSHAL - PCNS 4, 106; NDOC - PCNS 3710-0064, 3710-0202; BCN - PCNS P0002816, P0000588
7.653	PUBLIC SERVICE INTERN II*	NDOT - ALL PCNS BEGINNING W/ 940
7.655	BUSINESS PROCESS ANALYST III*	DPS - PCN 4709-7005, 4709-7014, 4709-8023
7.656	BUSINESS PROCESS ANALYST II*	DPS - PCNS 4702-0046, 4709-7013, 4709-8024, 4709-8025
7.657	BUSINESS PROCESS ANALYST I*	DPS - PCNS 4709-7010, 4709-7011, 4709-7012, 4709-7015
7.665	PUBLIC SERVICE INTERN I*	MIN - PCNS 09015, 09016, 09017, 09018, 09019, 09020, 09022, 09023
7.713	TRANSPORTATION TECHNICIAN III*	NDOT - ALL PCNS BEGINNING W/ 805 & 813
7.714	TRANSPORTATION TECHNICIAN IV*	NDOT - ALL PCNS BEGINNING W/ 805 & 813
7.715	TRANSPORTATION TECHNICIAN II*	NDOT - ALL PCNS BEGINNING W/ 805 & 813
7.722	TRAFFIC CENTER TECHNICIAN SUPERVISOR	
7.724	TRAFFIC CENTER TECHNICIAN II	
7.725	TRAFFIC CENTER TECHNICIAN I	
7.726	TRAFFIC CENTER TECHNICIAN TRAINEE	
7.745	STATISTICIAN II*	DPS - PCN 4709-21
7.901	CHIEF IT MANAGER*	NDOT - PCN 016060
7.902	IT MANAGER III*	DPS - PCN 4709-0207
7.904	IT MANAGER I*	NDOT - PCN 016065; BCN UNR - PCN P0005682
7.921	IT PROFESSIONAL IV*	DPS - PCN 4709-8032; NDOT - PCNS 016061, 016063
7.925	IT PROFESSIONAL III*	DPS - PCNS 4709-0150, 4709-8033; NDOT - PCNS 016062, 016064, 91001, 92001, 93002; BCN UNR - ALL FACILITIES SERVICES PCNS
7.926	IT PROFESSIONAL II*	NDOT - PCNS 91005, 92002, 93001, 93003, 95001, 96001, 92003, 93005, 94003; BCN UNR - ALL FACILITIES SERVICES PCNS
7.929	IT PROFESSIONAL I*	BCN UNR - ALL FACILITIES SERVICES PCNS
7.951	IT PROFESSIONAL TRAINEE*	BCN UNR - ALL FACILITIES SERVICES PCNS
9.103	HIGHWAY MAINTENANCE MANAGER	
9.106	HIGHWAY MAINTENANCE SUPERVISOR II	

9.115	HIGHWAY MAINTENANCE SUPERVISOR I	
9.117	HIGHWAY MAINTENANCE WORKER IV	
9.120	HIGHWAY MAINTENANCE WORKER III	
9.127	HIGHWAY MAINTENANCE WORKER II	
9.130	HIGHWAY MAINTENANCE WORKER I	
9.137	HIGHWAY CONSTRUCTION AID	
9.200	SPECIAL EQUIPMENT OPERATOR III	
9.201	EQUIPMENT OPERATION INSTRUCTOR	
9.203	SPECIAL EQUIPMENT OPERATOR II	
9.204	GROUNDS EQUIPMENT OPERATOR I*	BCN - ALL PCNS
9.205	SEASONAL FORESTRY EQUIPMENT OPERATOR	
9.208	DRIVER WAREHOUSE WORKER TRAINEE*	NDOC - ALL PCNS
9.209	GROUNDS EQUIPMENT OPERATOR II*	BCN - ALL PCNS
9.210	DRIVER WAREHOUSE WORKER I	
9.211	DRIVER WAREHOUSE WORKER II	
9.212	DRIVER WAREHOUSE SUPERVISOR	
9.315	HIGHWAY EQUIPMENT MECHANIC SPVR I	
9.317	HIGHWAY EQUIPMENT MECHANIC III	
9.318	HIGHWAY EQUIPMENT MECHANIC II	
9.321	HIGHWAY EQUIPMENT MECHANIC I	
9.322	EQUIPMENT MECHANIC IV*	BCN, DCNR-FORESTRY DIVISION - ALL PCNS
9.323	EQUIPMENT MECHANIC III*	BCN, DCNR-FORESTRY DIVISION, NDOC, NDOW - ALL PCNS
9.326	EQUIPMENT MECHANIC-IN-TRAINING IV*	BCN, NDOT - ALL PCNS
9.327	AUTO BODY WORKER*	NDOT - ALL PCNS
9.328	EQUIPMENT MECHANIC-IN-TRAINING III*	BCN, NDOT - ALL PCNS
9.330	EQUIPMENT MECHANIC-IN-TRAINING II*	BCN, NDOT - ALL PCNS
9.331	EQUIPMENT MECHANIC II*	BCN, DCNR-FORESTRY DIVISION, NDOC, NDOT, NDOW - ALL PCNS
9.332	EQUIPMENT MECHANIC-IN-TRAINING I*	BCN, NDOT - ALL PCNS
9.333	EQUIPMENT MECHANIC I*	BCN, DCNR-FORESTRY DIVISION, NDOC, NDOT, NDOW - ALL PCNS
9.334	FLEET SERVICE WORKER IV*	BCN, NDOT - ALL PCNS
9.335	FLEET SERVICE WORKER III*	BCN, NDOT - ALL PCNS
9.336	FLEET SERVICE WORKER II*	BCN, NDOT - ALL PCNS
9.337	FLEET SERVICE WORKER I*	BCN, NDOT - ALL PCNS
9.353	AVIATION SERVICES OFFICER	
9.354	CHIEF PILOT	
9.355	PILOT II	
9.356	PILOT III	
9.357	AIRCRAFT MAINTENANCE SPECIALIST	
9.359	PILOT I	
9.404	HVACR SPECIALIST IV*	BCN - ALL PCNS
9.408	HVACR SPECIALIST II*	BCN, NDOC - ALL PCNS
9.413	HVACR SPECIALIST III*	BCN, NDOC - ALL PCNS
9.417	WELDER I*	BCN, NDOC, NDOT - ALL PCNS
9.418	LOCKSMITH I*	BCN, NDOC - ALL PCNS
9.420	HEAT PLANT SPECIALIST II*	BCN, NDOC - ALL PCNS
9.421	HVACR SPECIALIST I*	BCN, NDOC, NDOT - ALL PCNS
9.422	HEAT PLANT SPECIALIST IV*	BCN, NDOC - ALL PCNS
9.423	CARPENTER I*	BCN, NDOC, NDOT - ALL PCNS
9.424	CARPENTER II*	BCN, NDOC - ALL PCNS
9.425	HEAT PLANT SPECIALIST III*	BCN, NDOC - ALL PCNS

9.426	ELECTRICIAN I*	BCN, NDOC, NDOT - ALL PCNS
9.428	HEAT PLANT SPECIALIST I*	BCN, NDOC - ALL PCNS
9.429	PAINTER I*	BCN - ALL PCNS
9.430	WELDER II*	BCN, NDOC, NDOT - ALL PCNS
9.431	LOCKSMITH II*	BCN, NDOC - ALL PCNS
9.432	PLUMBER I*	BCN, NDOC - ALL PCNS
9.434	EVENTS CENTER TECHNICIAN II*	BCN - ALL LAWLOR EVENTS CENTER PCNS
9.437	EVENTS CENTER TECHNICIAN I*	BCN - ALL LAWLOR EVENTS CENTER PCNS
9.439	CARPENTER III*	BCN - ALL PCNS
9.441	MAINTENANCE REPAIR SPECIALIST I*	BCN, NDOC, NDOT, NDOW, NDVS - ALL PCNS
9.445	MAINTENANCE REPAIR SPECIALIST II*	BCN, NDOC, NDOW - ALL PCNS
9.447	ELECTRICIAN II*	BCN, NDOC, NDOT - ALL PCNS
9.448	ELECTRICIAN III*	BCN, NDOC, NDOT - ALL PCNS
9.459	PAINTER II*	BCN - ALL PCNS
9.460	PAINTER III*	BCN - ALL PCNS
9.462	PLUMBER II*	BCN, NDOC - ALL PCNS
9.463	PLUMBER III*	BCN - ALL PCNS
9.465	CRAFT WORKER-IN-TRAINING IV*	BCN - ALL PCNS
9.466	CRAFT WORKER-IN-TRAINING III*	BCN - ALL PCNS
9.467	CRAFT WORKER-IN-TRAINING II*	BCN - ALL PCNS
9.468	CRAFT WORKER-IN-TRAINING I*	BCN - ALL PCNS
9.470	THEATER TECHNICIAN I*	BCN - ALL PCNS
9.471	THEATER TECHNICIAN II*	BCN - ALL PCNS
9.481	MAINTENANCE REPAIR AID IV*	BCN - ALL PCNS
9.482	MAINTENANCE REPAIR AID III*	BCN - ALL PCNS
9.483	MAINTENANCE REPAIR AID II*	BCN - ALL PCNS
9.484	MAINTENANCE REPAIR AID I*	BCN - ALL PCNS
9.485	MAINTENANCE REPAIR WORKER IV*	BCN, NDOC - ALL PCNS
9.486	MAINTENANCE REPAIR WORKER III*	BCN, NDOC - ALL PCNS
9.487	MAINTENANCE REPAIR WORKER II*	BCN, NDOC, NDVS - ALL PCNS
9.488	MAINTENANCE REPAIR WORKER I*	BCN, NDOC, NDVS - ALL PCNS
9.496	WASTEWATER TREATMENT OPERATOR II*	NDOC - ALL PCNS
9.497	WASTEWATER TREATMENT OPERATOR I*	NDOC - ALL PCNS
9.501	NATIONAL GUARD RANGE SPECIALIST	MIL – PCN 103
9.514	RANCH MANAGER*	BCN UNR - PCN P0001268
9.545	MEAT PLANT TECHNICIAN TRAINEE	BCN – ALL PCNS
9.546	MEAT PLANT TECHNICIAN I	BCN – ALL PCNS
9.547	MEAT PLANT TECHNICIAN II	BCN – ALL PCNS
9.548	MEAT PLANT SUPERVISOR	BCN – ALL PCNS
9.549	MEAT PLANT MANAGER	BCN – ALL PCNS
9.603	FACILITY MANAGER*	BCN, NDOC - ALL PCNS
9.606	FACILITY SUPERVISOR III*	BCN, NDOC - ALL PCNS
9.609	FACILITY SUPERVISOR II*	BCN, NDOC - ALL PCNS, NDOT - PCN 302001
9.610	GROUNDS SUPERVISOR III*	BCN - ALL PCNS
9.612	FACILITY SUPERVISOR I*	BCN, NDOC - ALL PCNS
9.616	CUSTODIAL SUPERVISOR IV*	BCN - ALL PCNS
9.617	CUSTODIAL SUPERVISOR III*	BCN - ALL PCNS
9.620	GROUNDS SUPERVISOR II*	BCN - ALL PCNS
9.623	CUSTODIAL SUPERVISOR II*	BCN - ALL PCNS
9.625	CUSTODIAL SUPERVISOR I*	BCN - ALL PCNS

9.627	GROUNDS SUPERVISOR I*	BCN - ALL PCNS
9.630	GROUNDS MAINTENANCE WORKER V*	BCN - ALL PCNS
9.631	CUSTODIAL WORKER II*	BCN - ALL PCNS
9.633	GROUNDS MAINTENANCE WORKER IV*	BCN - ALL PCNS
9.634	CUSTODIAL WORKER I*	BCN - ALL PCNS
9.635	GROUNDS MAINTENANCE WORKER III*	BCN - ALL PCNS
9.637	FACILITY ATTENDANT*	BCN - ALL PCNS
9.639	GROUNDS MAINTENANCE WORKER II*	BCN - ALL PCNS
9.641	GROUNDS MAINTENANCE WORKER I*	BCN - ALL PCNS
10.124	PSYCHOLOGIST IV*	NDOC - ALL PCNS
10.126	PSYCHOLOGIST III*	NDOC - ALL PCNS
10.132	PSYCHOLOGIST II*	NDOC - ALL PCNS
10.139	MENTAL HEALTH COUNSELOR II*	NDOC - ALL PCNS
10.141	MENTAL HEALTH COUNSELOR I*	NDOC - ALL PCNS
10.143	PSYCHOLOGIST I*	NDOC - ALL PCNS
10.144	CLINICAL SOCIAL WORKER II*	NDOC - ALL PCNS
10.146	TREATMENT HOME SUPERVISOR	
10.148	TREATMENT HOME PROVIDER	
10.150	CLINICAL SOCIAL WORKER I*	NDOC - ALL PCNS
10.151	CLINICAL SOCIAL WORKER III*	NDOC - ALL PCNS
10.179	PSYCHOMETRIST *	NDOC - ALL PCNS
10.217	HEALTH PROGRAM MANAGER II*	DHHS PBH - PCN 0037
10.229	MID-LEVEL MEDICAL PRACTITIONER*	DHHS, NDOC - ALL PCNS
10.244	QUALITY ASSURANCE SPECIALIST I*	NDVS - ALL PCNS
10.260	DENTAL CLINIC SUPERVISOR*	UNLV - ALL PCNS
10.262	DENTAL ASSISTANT III*	NDOC, UNLV - ALL PCNS
10.263	DENTAL ASSISTANT II*	NDOC, UNLV - ALL PCNS
10.264	DENTAL ASSISTANT I*	NDOC, UNLV - ALL PCNS
10.300	DIRECTOR, NURSING SERVICES II*	DHHS, NDOC - ALL PCNS, NDVS - ALL PCNS
10.301	DIRECTOR, NURSING SERVICES I*	DHHS, NDOC - ALL PCNS
10.305	PSYCHIATRIC NURSE III*	DHHS, NDOC - ALL PCNS
10.306	PSYCHIATRIC NURSE IV*	DHHS, NDOC - ALL PCNS
10.307	PSYCHIATRIC NURSE II*	DHHS, NDOC - ALL PCNS
10.309	PSYCHIATRIC NURSE I*	DHHS, NDOC - ALL PCNS
10.310	CHIEF OF NURSING SERVICES*	NDOC - ALL PCNS
10.316	CORRECTIONAL NURSE III*	NDOC - ALL PCNS
10.318	CORRECTIONAL NURSE II*	DHHS, NDOC - ALL PCNS
10.319	CORRECTIONAL NURSE I*	DHHS, NDOC - ALL PCNS
10.338	MENTAL HEALTH TECHNICIAN IV*	DHHS - ALL PCNS
10.339	DEVELOPMENTAL SUPPORT TECH IV*	DHHS - ALL PCNS
10.346	MENTAL HEALTH TECHNICIAN III*	DHHS - ALL PCNS
10.347	DEVELOPMENTAL SUPPORT TECH III*	DHHS - ALL PCNS
10.352	REGISTERED NURSE V*	NDVS - ALL PCNS
10.354	REGISTERED NURSE IV*	NDVS - ALL PCNS
10.356	MENTAL HEALTH TECHNICIAN II*	DHHS - ALL PCNS
10.357	DEVELOPMENTAL SUPPORT TECH II*	DHHS - ALL PCNS
10.358	NURSE I*	DHHS, NDOC, NDVS - ALL PCNS
10.359	REGISTERED NURSE II*	NDVS - ALL PCNS
10.360	LICENSED PRACTICAL NURSE II*	DHHS, NDOC, NDVS - ALL PCNS
10.364	LICENSED PRACTICAL NURSE III*	DHHS, NDOC - ALL PCNS, NDVS - ALL PCNS
10.365	LICENSED PRACTICAL NURSE I*	DHHS, NDOC - ALL PCNS, NDVS - ALL PCNS

10.366	MENTAL HEALTH TECHNICIAN I*	DHHS - ALL PCNS
10.367	DEVELOPMENTAL SUPPORT TECH I*	DHHS - ALL PCNS
10.368	CERTIFIED NURSING ASSISTANT III*	NDVS – ALL PCNS
10.369	CERTIFIED NURSING ASSISTANT II*	NDOC, NDVS - ALL PCNS
10.370	NURSING ASSISTANT TRAINEE*	NDVS – ALL PCNS
10.371	CERTIFIED NURSING ASSISTANT I*	NDVS – ALL PCNS
10.375	COMMUNITY HEALTH NURSE IV*	DHHS - ALL PCNS
10.376	COMMUNITY HEALTH NURSE III*	DHHS - ALL PCNS
10.377	COMMUNITY HEALTH NURSE II*	DHHS - ALL PCNS
10.378	COMMUNITY HEALTH NURSE I*	DHHS - ALL PCNS
10.536	ENVIRONMENTAL SCIENTIST II*	NDOT - PCNS 018012, 018013
10.540	MARIJUANA PROGRAM SUPERVISOR	
10.541	MARIJUANA PROGRAM INSPECTOR II	
10.542	MARIJUANA PROGRAM INSPECTOR I	
10.545	ENVIRONMENTAL SCIENTIST IV*	NDOT - PCN 018011
10.707	CHEMIST V*	BCN - ALL PCNS
10.708	CHEMIST IV*	BCN - ALL PCNS
10.710	MICROBIOLOGIST V*	BCN - ALL PCNS
10.711	MICROBIOLOGIST IV*	BCN - ALL PCNS
10.712	CHEMIST III*	BCN - ALL PCNS
10.713	CHEMIST II*	BCN - ALL PCNS
10.715	MICROBIOLOGIST III*	BCN - ALL PCNS
10.717	MICROBIOLOGIST II*	BCN - ALL PCNS
10.721	MICROBIOLOGIST I*	BCN - ALL PCNS
10.724	CHEMIST I*	BCN - ALL PCNS
10.723	PHARMACY TECHNICIAN II*	DHHS, NDOC - ALL PCNS
10.726	LABORATORY TECHNICIAN II*	BCN - ALL PCNS
10.728	PHARMACY TECHNICIAN I*	DHHS, NDOC- ALL PCNS
10.729	LABORATORY ASSISTANT II*	BCN - ALL PCNS
10.733	LABORATORY TECHNICIAN I*	BCN - ALL PCNS
10.736	LABORATORY ASSISTANT I*	BCN - ALL PCNS
10.769	STAFF RESEARCH ASSOCIATE IV*	BCN - ALL PCNS
10.770	STAFF RESEARCH ASSOCIATE III*	BCN - ALL PCNS
10.771	STAFF RESEARCH ASSOCIATE II*	BCN - ALL PCNS
10.772	STAFF RESEARCH ASSOCIATE I*	BCN - ALL PCNS
11.117	PUBLIC SAFETY DISPATCHER VI	
11.118	PUBLIC SAFETY DISPATCHER V	
11.120	PUBLIC SAFETY DISPATCHER IV	
11.122	PUBLIC SAFETY DISPATCHER III	
11.124	PUBLIC SAFETY DISPATCHER II	
11.126	PUBLIC SAFETY DISPATCHER I	
11.128	N.C.J.I.S. PROGRAM SPECIALIST SUPERVISOR*	DPS - PCNS 4709-13, 4709-14
11.129	N.C.J.I.S. PROGRAM SPECIALIST*	DPS - PCNS 4709-41, 4709-63, 4709-74, 4709-600, 4709-615, 4709-650, 4709-680, 4709-1005
11.130	N.C.J.I.S. PROGRAM SPECIALIST TRAINEE	
11.132	MANAGER, CRIMINAL JUSTICE RECORDS*	DPS - ALL PCNS
11.133	FINGERPRINT/RECORDS EXAMINER III*	DPS - PCNS 4709-201, 4709-8015
11.134	FINGERPRINT/RECORDS EXAMINER II*	DPS - PCNS 4709-6, 4709-7, 4709-33, 4709-59, 4709-61, 4709-202, 4709-590, 4709-8014, 4709-8051
11.135	FINGERPRINT/RECORDS EXAMINER I	
11.144	FINGERPRINT/RECORDS SUPERVISOR*	DPS - PCNS 4709-4, 4709-5
11.239	MILITARY SECURITY OFFICER V	

11.240	MILITARY SECURITY OFFICER IV	
11.241	MILITARY SECURITY OFFICER III	
11.242	MILITARY SECURITY OFFICER II	
11.243	MILITARY SECURITY OFFICER I	
11.260	SECURITY OFFICER SUPERVISOR*	BCN
11.263	SECURITY OFFICER*	BCN, MILITARY
11.363	COMPLIANCE/AUDIT INVESTIGATOR III*	B&I-INSURANCE DIV - PCN 0072; SOS - PCNS 0030, 0031, 0035, 0062, 0063, 0066
11.365	COMPLIANCE/AUDIT INVESTIGATOR II*	B&I-INSURANCE DIV - ALL PCNS; SOS - PCNS 0022, 0028, 0068
11.424	DMV SERVICES TECHNICIAN III*	DMV - PCNS RE5324, RE5328
11.506	FIRE & LIFE SAFETY INSPECTOR I	
11.510	FIRE & LIFE SAFETY INSPECTOR II	
11.513	SAFETY REPRESENTATIVE, RAILWAY	
11.515	SAFETY SPECIALIST, RAILWAY	
11.550	TAXICAB VEHICLE INSPECTOR I	
11.552	TAXICAB VEHICLE INSPECTOR II	
11.560	MANUFACTURED HOUSING INSPECTOR II	
11.561	MANUFACTURED HOUSING INSPECTOR I	
11.565	AGENCY LOSS CONTROL COORDINATOR*	NDOT - PCN 078002
12.466	SUBSTANCE ABUSE COUNSELOR III	
12.469	SUBSTANCE ABUSE COUNSELOR II	
12.470	SUBSTANCE ABUSE COUNSELOR I	
12.501	WARDEN	
12.510	CORRECTIONAL MANAGER	
12.517	CORRECTIONAL ASSISTANT*	NDOC - ALL PCNS
12.523	ASSISTANT SUPERINTENDENT, YOUTH FACILITY	
12.532	HEAD GROUP SUPERVISOR	
12.534	ASSISTANT HEAD GROUP SUPERVISOR	
12.535	GROUP SUPERVISOR IV	
12.537	GROUP SUPERVISOR III	
12.538	GROUP SUPERVISOR II	
12.541	GROUP SUPERVISOR I	
12.553	ASSOCIATE WARDEN	
12.556	CORRECTIONAL CASEWORK SPECIALIST III	
12.559	CORRECTIONAL CASEWORK SPECIALIST II	
12.565	CORRECTIONAL CASEWORK SPECIALIST I	
12.571	CORRECTIONAL CASEWORK SPECIALIST TR	
12.616	PAROLE & PROBATION SPECIALIST III*	DPS - PCNS 3740-0564, 3740-1251, 3740-1439, 3740-1440, 3740-1441, 3740-1442
13.101	AGRICULTURE ENFORCEMENT OFFICER III	
13.102	AGRICULTURE ENFORCEMENT OFFICER II	
13.103	AGRICULTURE ENFORCEMENT OFFICER I	
13.111	DEPUTY BRAND INSPECTOR (COMMISSIONED)	
13.115	STAFF GAME WARDEN	
13.121	GAME WARDEN IV	
13.122	GAME WARDEN III	
13.123	GAME WARDEN II	
13.124	GAME WARDEN I	
13.131	PARKS REGIONAL MANAGER (COMMISSIONED)	

13.135	PARK SUPERVISOR III (COMMISSIONED)	
13.136	PARK SUPERVISOR II (COMMISSIONED)	
13.137	PARK SUPERVISOR I (COMMISSIONED)	
13.141	PARK RANGER III (COMMISSIONED)	
13.142	PARK RANGER II (COMMISSIONED)	
13.143	PARK RANGER I (COMMISSIONED)	
13.202	DPS MAJOR	
13.203	DPS CAPTAIN	
13.204	DPS LIEUTENANT	
13.205	DPS SERGEANT	
13.206	DPS OFFICER II	
13.207	DPS OFFICER I	
13.215	UNIVERSITY POLICE LIEUTENANT	
13.217	UNIVERSITY POLICE DETECTIVE	
13.221	UNIVERSITY POLICE SERGEANT	
13.222	UNIVERSITY POLICE OFFICER II	
13.223	UNIVERSITY POLICE OFFICER I	
13.234	SENIOR LAW ENFORCEMENT SPECIALIST	
13.237	AG CYBERCRIME INVESTIGATOR II	
13.238	AG CYBERCRIME INVESTIGATOR I	
13.241	SUPERVISORY CRIMINAL INVESTIGATOR II	
13.242	SUPERVISORY CRIMINAL INVESTIGATOR I	
13.243	CRIMINAL INVESTIGATOR III	
13.244	CRIMINAL INVESTIGATOR II	
13.245	CRIMINAL INVESTIGATOR I	
13.246	AG DEPUTY CHIEF INVESTIGATOR*	AG - ALL PCNS
13.247	AG CRIMINAL INVESTIGATOR, SUPERVISOR*	AG - ALL PCNS
13.248	AG CRIMINAL INVESTIGATOR II*	AG - ALL PCNS
13.249	AG CRIMINAL INVESTIGATOR I*	AG - ALL PCNS
13.251	CHIEF INVESTIGATOR, COMPLIANCE/ ENFORCEMENT	
13.255	SUPERVISORY COMPLIANCE/ENFORCEMENT INVESTIGATOR	
13.256	COMPLIANCE/ENFORCEMENT INVESTIGATOR III	
13.257	COMPLIANCE/ENFORCEMENT INVESTIGATOR II	
13.258	COMPLIANCE/ENFORCEMENT INVESTIGATOR I	
13.263	UNIT MANAGER, YOUTH PAROLE BUREAU	
13.265	YOUTH PAROLE COUNSELOR III	
13.266	YOUTH PAROLE COUNSELOR II	
13.267	YOUTH PAROLE COUNSELOR I	
13.301	INSPECTOR GENERAL	
13.309	CORRECTIONAL CAPTAIN	
13.310	CORRECTIONAL LIEUTENANT	
13.311	CORRECTIONAL SERGEANT	
13.312	SENIOR CORRECTIONAL OFFICER	
13.313	CORRECTIONAL OFFICER	
13.314	CORRECTIONAL OFFICER TRAINEE	
13.321	FORENSIC SPECIALIST IV	
13.322	FORENSIC SPECIALIST III	
13.323	FORENSIC SPECIALIST II	
13.324	FORENSIC SPECIALIST I	

U3720	DIVISION ADMINISTRATOR, RECORDS & TECHNOLOGY*	DPS - PCN 4709-1
U3916	PROGRAM MANAGER, OIL/GAS/GEOTHERMAL	MIN - PCN 0002
U3918	DEPUTY ADMINISTRATOR, MINERALS	MIN - PCN 0006
U3919	CHIEF FOR DANGEROUS MINES	MIN - PCN 0007
U3930	CHIEF FOR MINE REGULATION	MIN - PCN 0009
U3932	FIELD SPECIALIST, MINERALS	MIN - PCNS 0011, 0021, 0031
U4102	BUREAU CHIEF, YOUTH PAROLE	
U4103	DIVISION ADMINISTRATOR, TAXICAB AUTHORITY	
U4141	DEPUTY DIVISION ADMINISTRATOR, TAXICAB AUTHORITY	
U4706	ADMINISTRATOR, MINERALS	MIN - PCN 0001
U9005	DEPUTY ADMINISTRATOR, COMPLIANCE ENFORCEMENT DIVISION*	DMV – PCNS RE2013, WF2014
U9010	CHIEF, NEVADA HIGHWAY PATROL	
U9021	DIVISION ADMINISTRATOR, COMPLIANCE ENFORCEMENT DIVISION	
U9033	DEPUTY DIRECTOR, INDUSTRIAL PROGRAMS	
U9034	DEPUTY DIRECTOR, OPERATIONS SOUTH	
U9041	CHIEF GAME WARDEN	
U9074	PHARMACIST 1*	DHHS, NDOC - ALL PCNS
U9075	PHARMACIST 2*	DHHS - ALL EXCEPT PCN 3243-0014; NDOC - ALL PCNS
U9076	PHARMACIST 3*	DHHS, NDOC - ALL PCNS
U9085	SENIOR INSTITUTIONAL DENTIST (RANGE A)*	NDOC - ALL PCNS
U9086	SENIOR INSTITUTIONAL DENTIST (RANGE B)*	NDOC - ALL PCNS
U9087	SENIOR PHYSICIAN (RANGE C)*	DHHS, NDOC - ALL PCNS
U9088	SENIOR PSYCHIATRIST (RANGE C)*	DHHS, NDOC - ALL PCNS

ACRONYMS

Acronym	Agency
AG	Office of the Attorney General
AGR	Department of Agriculture
BCN	(Nevada System of Higher Education) Business Center North
BCN UNR	(Nevada System of Higher Education) Business Center North, University of Nevada Reno
B&I	Department of Business & Industry
DCNR	Department of Conservation & Natural Resources
DHHS	Department of Health & Human Services
DHHS PBH	Department of Health & Human Services, Division of Public & Behavioral Health
DMV	Department of Motor Vehicles
D of A	Department of Administration
DPS	Department of Public Safety
ESD	Department of Employment, Training & Rehabilitation, Employment Security Division
MIL	Office of the Military
MIN	Commission on Mineral Resources, Division of Minerals
NHP	Department of Public Safety, Nevada Highway Patrol
NDOC	Department of Corrections

NDOT	Department of Transportation
NDOW	Department of Wildlife
NDVS	Nevada Department of Veterans Services
SOS	Secretary of State
TAXI	Department of Business & Industry, Nevada Taxicab Authority
UNLV	(Nevada System of Higher Education) University of Nevada Las Vegas

FOR DISCUSSION AND POSSIBLE ACTION

“Each appointing authority shall, subject to the approval of the Commission, determine whether each of its positions of employment affects the public safety. The appointing authority shall not hire an applicant for such a position unless the applicant submits to a screening test to detect the general presence of a controlled substance.” (NRS 284.4066(1))

The State of Nevada Office of the Military (Military) has requested the following position be added to the classes/positions approved for pre-employment screening for controlled substances for the provided reason(s):

CLASS/ TITLE CODE	TITLE	POSITION CONTROL NUMBER (PCN)	AGENCY’S BASIS FOR REQUEST
2.210	Administrative Assistant IV	4006	Contact with and potentially driving 16 to 18 year old youths at a residential academy
2.211	Administrative Assistant III	4007, 4008, 4010- 4015, 4030	Contact with and potentially driving 16 to 18 year old youths at a residential academy
2.212	Administrative Assistant II	4003	Contact with and potentially driving 16 to 18 year old youths at a residential academy
2.836	Supply Technician I	4029	Contact with and potentially driving 16 to 18 year old youths at a residential academy
3.206	Food Service Cook/Supervisor I	4025 - 4028	Contact with and potentially driving 16 to 18 year old youths at a residential academy
7.643	Program Officer III	4016	Contact with and potentially driving 16 to 18 year old youths at a residential academy
7.647	Program Officer II	4005, 4009, 4017	Contact with and potentially driving 16 to 18 year old youths at a residential academy
U9068	Deputy Administrator, NV Youth Challenge Program	4002	Contact with and potentially driving 16 to 18 year old youths at a residential academy



STATE OF NEVADA OFFICE OF THE MILITARY

Office of the Adjutant General
2460 Fairview Drive
Carson City, Nevada 89701-6807



Steve Sisolak
Governor

ONDRA BERRY
*Major General
The Adjutant General*

Date: October 1, 2020

To: Michelle Garton, Deputy Administrator
Division of Human Resource Management

Through: Carrie P. Hughes, Personnel Analyst III
Division of Human Resource Management

From: Major General Ondra Berry, Director
The Adjutant General, Office of the Military

Subject: Pre-Employment Staff Drug Testing

The Office of the Military – Nevada Youth Challenge Program (NYCP) respectfully requests the ability to conduct pre-employment drug tests for all NYCP employees. Every staff member of NYCP comes in contact with Stakeholders, Applicant families, Candidates and/or Cadets on a daily basis. Creating and maintaining a professional and trustworthy reputation will be paramount for recruiting and retaining the proper applicant pool.

All Staff members will have access to and will be expected to drive State vehicles, frequently to transport the minor Cadets in our care and custody. The At Risk Youth that we serve are committed to being drug free while participating in the program, our staff are responsible for role modeling appropriate behavior, authorization to conduct drug testing will reinforce this healthy lifestyle.

Pre-employment drug testing of all NYCP staff will mitigate concerns regarding the safety and security of our Cadets and resources.

The following classes and position numbers are being requested for pre-employment drug tests:

Deputy Administrator, NV Youth Challenge Program PCN 4002
Administrative Assistant II PCN 4003
Administrative Assistant III PCNs 4007, 4008, 4010 – 4015, 4030
Administrative Assistant IV PCNs 4006
Supply Technician I PCN 4029
Food Service Supervisor I PCNs 4025 - 4028
Program Officer II PCN 4005, 4009, 4017
Program Officer III PCN 4016

Please contact Lauren Schulman, Program Administrator of NYCP, at lschulman@govmail.state.nv.us if you have any questions. Thank you.

Military is requesting approval of pre-employment screening for controlled substances for their above positions, based upon the following: “Every staff member of NYCP (Nevada Youth Challenge Program) comes in contact with Stakeholders, Applicant families, Candidates and/or Cadets on a daily basis. Creating and maintaining a professional and trustworthy reputation will be paramount for recruiting and retaining the proper applicant pool. All Staff members will have access to and will be expected to drive State vehicles, frequently to transport the minor Cadets in our care and custody. The At Risk Youth that we serve are committed to being drug free while participating in the program, our staff are responsible for role modeling appropriate behavior, authorization to conduct drug testing will reinforce this healthy lifestyle.”

A representative of Military has been requested to be available at the meeting to answer Commissioners’ questions.

Personnel Commission Meeting
December 04, 2020

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

December 04, 2020.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
6.713	Chief, Hydrology Section	44	A	<i>6.713</i>	<i>Chief, Hydrology Section</i>	<i>44</i>	<i>A</i>

EXPLANATION OF CHANGE

As part of the biennial Class Specification Maintenance Review process, the Division of Human Resource Management (DHRM) conducted a review of the Chief, Hydrology Section class. The Chief, Hydrology Section manages the staff and activities of the Hydrology Section; provides hydrologic and hydrogeologic expertise to the Division of Water Resources with statewide responsibility; determines goals and objectives; exercises executive control of, and final approval on, projects and processes within the policies established by the division; and administers division regulations.

In consultation with Subject Matter Experts from the Division of Water Resources and analysts from DHRM, it was determined that the series concept met current expectations and no changes were required at this time.

It is recommended that the Minimum Qualifications, Education & Experience section, be amended to maintain consistency with formatting, verbiage, and structure.

Throughout the process management and staff within the division, and analysts within DHRM participated by offering suggestions and reviewing changes, and they support the recommendation.

Changes to the class specification are noted as follows: additions in blue and deletions in red.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CHIEF, HYDROLOGY SECTION	44	A	6.713

Under general administrative direction of the State Engineer, the Chief, Hydrology Section manages the staff and activities of the Hydrology Section; provides hydrologic and hydrogeologic expertise to the Division of Water Resources with statewide responsibility; determines goals and objectives; exercises executive control of, and final action on, projects and processes within the policies established by the division; and administers division regulations.

Direct and manage professional and technical subordinate staff to include review of all work in preparation of presentations; assign projects and prepare written evaluations; recommend and enforce disciplinary action when necessary; establish work performance standards; ensure proper training and provide oversight to section personnel in all phases of duties and responsibilities assigned; verify work is done timely, accurately, and consistent with water laws, regulations and division policies.

Prepare the annual budget request for the Hydrology Section; oversee basin budgets involved with the section to ensure sufficient funding is available for personnel and needs; prepare requests for enhancements and provide necessary justifications; prepare documentation for purchases of equipment or programs; monitor and approve expenditures.

Establish and coordinate policies and procedures regarding hydrologic investigations in accordance with regulations, statutes, and recognized professional standards; review current investigations and procedures and make recommendations to the State Engineer for future plans, directives, and investigations as needed; identify problems in existing programs; prepare technical documents and procedures for review by the State Engineer.

Research and prepare rulings, reports and research results for management's review to either approve or deny applications; review evidence obtained from research, published hydrologic reports, testimony of professional and expert witnesses, field investigations and hearings; resolve disputes; evaluate impact to existing water rights; determine if applications conform with State statute; review, research and reports prepared by Hydrology Section personnel.

Provide expertise and advise management and staff on matters relating to mining, geothermal, surface water and ground water interaction, aquifer storage and recovery, and other matters that affect water rights, permits and monitoring programs.

Review and develop ground water and surface water models; evaluate the hydrologic aspects of applications and permits to appropriate waters of the State; make determination of the magnitude, extent and time of impacts of the subject applications on prior appropriators, surface water flows, ground water levels, subsurface inter-basin flows and the overall water resources of the State; present findings with research documents to the State Engineer or other interested parties.

Evaluate hydrologic aspects and implications from development of water resources to include basic and applied research on water and water resources including the collection, measurement, analysis, and interpretation of information on water resources; forecast water supply and water flows; and the development of new, improved or more economical methods, techniques, and instruments.

Oversee and monitor regional plans, hydrologic studies and reports which are required as a condition of permits;

coordinate with applicants to design and implement monitoring programs and studies that provide information used in determining the impact of water development.

Represent the division at various hearings, meetings, mediation processes and conferences.

Coordinate and consult with non-partisan research organizations in conducting regional water-related studies; incorporate the results of studies to revise, refine and supplement existing knowledge of the State's water resources; oversee and review informational studies or reports of section personnel for validity and accuracy.

Conduct, implement and optimize a scientific review for the statewide ground water monitoring network; develop and oversee a comprehensive database system for managing the information; monitor and report changes to the State's ground water resources that affect existing rights and future applications for appropriation.

Oversee division hydrologic programs and studies and review hydrologic investigations performed by, or submitted to, the division; train section and division staff on investigation procedures; make recommendations to the State Engineer on hydrologic factors that affect the issuance or terms of water rights permits.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Master's degree from an accredited university in hydrology, [or] hydrogeology, *geology* or closely related field and five years of [~~progressively responsible~~] professional experience in the field of hydrology, hydrogeology, or geology, two years of which were in a supervisory capacity; **OR** Bachelor's degree from an accredited *college or* university in hydrology, [or] hydrogeology, *geology* or closely related field and six years of [~~progressively responsible~~] professional experience *as described above*, [~~in the field of hydrology, hydrogeology, or geology;~~] two years of which were in a supervisory capacity **OR** *an equivalent combination of education and experience as described above*.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: hydrogeology principles, processes, and numerical ground water flow modeling; computer modeling techniques. **Working knowledge of:** surface water hydraulics, hydrologic processes and modeling, geology, current technology for determining hydrologic properties, ground water recharge estimation and evapotranspiration; data processing and Geographic Information Systems (GIS). [~~;- all Nevada policies, procedures, and applicable laws (NRS, NAC, Nevada Water Law)-]~~ **General knowledge of:** management fundamentals in order to establish and revise priorities, assign tasks, influence personnel, and improve production; respond to unanticipated changes from internal and external sources in order to reach desired goals and objectives. **Ability to:** organize and manage complex programs and hydrologic studies pertaining to water resources and water rights; direct individuals to meet required goals and objectives, prioritize competing demands and track multiple projects and outputs; make comprehensive recommendations on hydrologic problems; deal with the public in a competent manner in adversarial situations; work a varied schedule and travel on short notice for business purposes; write clear and concise reports; make group oral presentations to present information, explain procedures, and persuade others; analyze information, technical data, problems, situations, practices or procedures to define the problem or objective; establish and maintain effective working relationships; review and critique the work of professional personnel; work positively and professionally in a regulatory agency.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: Nevada Revised Statutes, Nevada Administrative Code, case law regarding water law, and policies and procedures of the *State and the* division; evolution of administrative actions since the enactment of the Nevada Water Law and subsequent amendments; techniques for providing information to the general public; budgetary procedures as applied to the division. **General knowledge of:** State Administrative Manual and Rules for State Personnel Administration. **Ability to:** quickly make sound decisions on complex and diverse issues; meet division goals when unanticipated budget restraints and/or major project schedule changes occur; resolve human relations issues in a fair, equitable, and acceptable manner.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

6.713

ESTABLISHED: 7/1/05R
11/8/05PC
REVISED: 12/4/20PC

Personnel Commission Meeting
December 04, 2020

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

December 04, 2020.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.200	Special Equipment Operator III	31	G	<i>9.200</i>	<i>Special Equipment Operator III</i>	<i>31</i>	<i>G</i>
9.203	Special Equipment Operator II	28	G	<i>9.203</i>	<i>Special Equipment Operator II</i>	<i>28</i>	<i>G</i>
9.202	Special Equipment Operator I	26	G	<i>9.202</i>	<i>Special Equipment Operator I</i>	<i>26</i>	<i>G</i>

EXPLANATION OF CHANGE

As part of the Biennial Class Specification Maintenance Review process, the Division of Human Resource Management (DHRM) has conducted a review of the Special Equipment Operator series. Incumbents in this class schedule, transport, and operate specialized highway maintenance vehicles on a statewide basis, to include tractor-trailer combination vehicles used to transport heavy equipment and supplies, bridge inspection units, or large vacuum culvert cleaners; and perform routine equipment maintenance.

In consultation with Subject Matter Experts from the Nevada Department of Transportation (NDOT) and analysts within DHRM, it was determined that the Series Concept and Class Concepts are consistent with current expectations and required no changes at this time.

It is recommended; however, that an Informational Note be revised to clarify that a valid Class A or B Nevada commercial driver's license is required at the time of appointment for both Special Equipment Operator III and II and to also clarify the certification requirement for the drivers of the bridge inspection unit.

It is also recommended that minor revisions be made to the Minimum Qualifications to maintain consistency with verbiage, formatting, and structure.

Throughout the process management and staff within NDOT and analysts within DHRM participated by offering suggestions and reviewing changes and they support the recommendation.

Changes to the class specification are noted as follows: additions in blue and deletions in red.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SPECIAL EQUIPMENT OPERATOR III	31	G	9.200
SPECIAL EQUIPMENT OPERATOR II	28	G	9.203
SPECIAL EQUIPMENT OPERATOR I	26	G	9.202

SERIES CONCEPT

Special Equipment Operators schedule, transport and operate specialized highway maintenance vehicles on a statewide basis, to include tractor-trailer combination vehicles used to transport heavy equipment and supplies, bridge inspection units, or large vacuum culvert cleaners (debris body with nine cubic yards or greater capacity); and perform routine equipment maintenance.

Contact work unit supervisors to schedule pickup and delivery times; load vehicles, heavy equipment and supplies onto the trailer using proper loading and placement procedures and secure loads.

Drive tractor-trailer to various destinations within or outside the State; unload supplies and equipment; relay operating instructions for new highway equipment to receiving personnel.

Drive a bridge inspection unit to job sites; arrange with district personnel for barrier trucks and/or safety vehicles; direct the setup of safety cones and signs for traffic control; inspect equipment prior to bridge inspection activities.

Operate a bridge inspection unit; deploy the work platform containing the bridge inspectors; communicate with inspectors regarding platform positioning; monitor maneuvers made by inspectors from the platform control station; monitor instrument panel and load leveler to ensure equipment is operating within safety limits.

Direct and participate with highway maintenance personnel in bridge maintenance and repair; remove debris from bearing pads and pier caps; open downspouts and drains; repair concrete; patch asphalt on bridge deck.

Drive a vacuum culvert cleaner to job sites; position cleaner over the culvert; run hose into the culvert with appropriate cleaning nozzle affixed; perform a safety check and clear personnel from downflow area; start auxiliary engine and operate jet water pump; monitor hose and the pressure, hydraulic and water control gauges and levels; reel in the hose; direct highway maintenance staff assisting with operation.

Operate a vacuum culvert cleaner to clean catch basins; position cleaner near the catch basin; lower vacuum hose boom into the correct position; start vacuum engine and adjust vacuum pressures; lower vacuum hose into the catch basin; monitor vacuum pressure during operation; periodically raise and lower the boom to check for and remove large obstructions; direct highway maintenance personnel assisting with the operation; and dispose of debris in an appropriate manner.

Perform preventive maintenance to ensure equipment is in proper working condition including changing fluids and filters; lubricating the vehicle; performing routine servicing of electrical, cooling, and hydraulic systems; and conducting safety inspection.

Perform related duties as assigned.

SPECIAL EQUIPMENT OPERATOR III	31	G	9.200
SPECIAL EQUIPMENT OPERATOR II	28	G	9.203
SPECIAL EQUIPMENT OPERATOR I	26	G	9.202

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CLASS CONCEPTS

Special Equipment Operator III: Under general supervision, in addition to coordinating and directing transport, bridge inspection unit, or vacuum culvert cleaner operations, incumbents supervise subordinate staff. Supervisory duties include interviewing, providing training, assigning, and reviewing work, initiating disciplinary action, and evaluating performance.

Special Equipment Operator II: Under general supervision, incumbents perform the full range of duties described in the series concept to include driving the transport, operating the bridge inspection unit, or operating the vacuum culvert cleaner. This is the journey level in the series.

Special Equipment Operator I: Under close supervision, incumbents learn to operate and maintain the transport, bridge inspection unit or the vacuum culvert cleaner, become familiar with bridge maintenance and bridge drain and culvert cleaning activities, and assist with scheduling. This is the entry level in the series and progression to Special Equipment Operator II may occur upon meeting minimum qualifications and with approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, Special Equipment Operator II and III have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances. In addition, federal law requires random testing for controlled substances during employment.
- * Statewide travel for extended periods and call-out ~~[in]~~ *during* emergencies is required.
- * Positions are subject to call-out or call-back.

INFORMATIONAL NOTES:

- * *A valid Class A or B Nevada commercial driver's license is required at the time of appointment and as a condition of continuing employment at the Special Equipment Operator III and II levels.*
- * A valid Class A or B Nevada commercial driver's license is required within six months of the date of appointment and as a condition of continuing employment *at the Special Equipment Operator I level.*
- * Some ~~[incumbents must successfully complete]~~ *positions may require a certificate of training in operating a bridge inspection unit [school]* within twelve months of the date of appointment.
- * Some *positions require that* incumbents ~~[must]~~ become certified to function as a third-party tester for the road test portion of the commercial driver's license examination within twelve months of the date of appointment.

SPECIAL EQUIPMENT OPERATOR III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of journey level experience which included responsibility for operating and transporting heavy equipment on a tractor-trailer~~;~~ *or* operating a bridge inspection unit or ~~[operating]~~ a vacuum culvert cleaner; **OR** two years of experience as a Special Equipment Operator II in Nevada State service; **OR** an equivalent combination of education and experience *as described above.* (See *Special Requirements and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: operating procedures and operating characteristics of the tractor-trailer combination vehicle, bridge inspection unit, or vacuum culvert cleaner; construction/maintenance zone signing and traffic control. **Working knowledge of:** ~~[State and]~~ federal *and State* regulations pertaining to commercial vehicle operations; bridge maintenance requirements and methods of repair; structural terminology and structure

SPECIAL EQUIPMENT OPERATOR III	31	G	9.200
SPECIAL EQUIPMENT OPERATOR II	28	G	9.203
SPECIAL EQUIPMENT OPERATOR I	26	G	9.202

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MINIMUM QUALIFICATIONS (cont'd)

SPECIAL EQUIPMENT OPERATOR III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
inspection equipment and techniques. **Ability to:** coordinate and schedule statewide activities involving multiple divisions; load and unload equipment and convey operating instructions to others; interact diplomatically with various agency staff to coordinate projects and arrange for support personnel. **Skill in:** operating the maintenance and construction equipment used by the division; train others to operate a variety of commercial vehicles and heavy equipment; plan and direct work activities in a manner that utilizes personnel and equipment efficiently and effectively; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Detailed knowledge of: ~~[State and]~~ federal *and State* regulations pertaining to commercial vehicle operations; agency policies and procedures pertaining to the transport and delivery of equipment and supplies, bridge inspection and maintenance, or bridge drain and culvert cleaning. **General knowledge of:** principles and practices of supervision. **Ability to:** establish priorities, delegate assignments and train, motivate, and supervise staff. **Skill in:** inspecting bridges and recognizing defects and deficiencies.

SPECIAL EQUIPMENT OPERATOR II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience operating and transporting heavy equipment on a tractor~~[A-trailer]~~^[S] *or* operating a bridge inspection unit or a large vacuum culvert cleaner; **OR** one year of experience as a Special Equipment Operator I in Nevada State service; **OR** an equivalent combination of education and experience *as described above.* (See *Special Requirements and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: operating procedures and characteristics of tractor-trailer combination vehicles, bridge inspection units, or vacuum culvert cleaners; safe methods of loading oversize cargo, operating equipment, and transporting hazardous materials; State and federal regulations pertaining to commercial vehicle operations; construction/maintenance zone signing and traffic control; equipment operating systems; structural terminology and structure inspection techniques. **Ability to:** arrange traffic control devices in accordance with State and federal regulations; perform bridge maintenance and repair work. **Skill in:** performing required equipment maintenance and service; safely driving tractor-trailer combination vehicles for long distances over difficult terrain and in adverse weather conditions; safely operating a bridge inspection unit or vacuum culvert cleaner; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(*These are identical to the Entry Level Knowledge, Skills and Abilities for the Special Equipment Operator III.*)

SPECIAL EQUIPMENT OPERATOR I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience operating heavy maintenance and construction equipment; **OR** an equivalent combination of education and experience *as described above.* (See *Special Requirements and Informational Notes.*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: materials, methods and equipment used in highway/bridge construction and maintenance; safe methods of loading cargo and operating equipment. **Ability to:** understand and carry out oral and written instructions; read and understand service and operating manuals; load and unload equipment and supplies; perform physical labor for extended periods of time. **Skill in:** operating heavy construction and maintenance equipment; using common hand and power tools used for highway maintenance and repair work.

SPECIAL EQUIPMENT OPERATOR III	31	G	9.200
SPECIAL EQUIPMENT OPERATOR II	28	G	9.203
SPECIAL EQUIPMENT OPERATOR I	26	G	9.202

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MINIMUM QUALIFICATIONS (cont'd)

SPECIAL EQUIPMENT OPERATOR I (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities for Special Equipment Operator II.)

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.200</u>	<u>9.203</u>	<u>9.202</u>
ESTABLISHED:	7/1/91P 11/29/90PC	1/1/61	7/1/91P 11/29/90PC
REVISED:		10/8/69	
REVISED:		4/1/70	
REVISED:		11/2/76	
REVISED:		7/1/91P 11/29/90PC	
REVISED:	8/11/95UC	8/11/95UC	
REVISED:	12/19/03PC	12/19/03PC	12/19/03PC
REVISED	12/4/20PC	12/4/20PC	12/4/20PC

Personnel Commission Meeting
December 04, 2020

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

December 04, 2020.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.334	Fleet Service Worker IV	29	H	9.334	<i>Fleet Service Worker IV</i>	29	<i>H</i>
9.335	Fleet Service Worker III	27	H	9.335	<i>Fleet Service Worker III</i>	27	<i>H</i>
9.336	Fleet Service Worker II	25	H	9.336	<i>Fleet Service Worker II</i>	25	<i>H</i>
9.337	Fleet Service Worker I	23	H	9.337	<i>Fleet Service Worker I</i>	23	<i>H</i>

EXPLANATION OF CHANGE

As part of the Biennial Class Specification Maintenance Review process, the Nevada Department of Administration, Division of Human Resource Management (DHRM), conducted a class specification maintenance review for the Fleet Service Worker series. Fleet Service Workers service vehicles and/or light, medium, and heavy construction and maintenance equipment; perform preventive maintenance; issue vehicles to employees; and perform basic diagnostic and repair work.

In coordination with the Subject Matter Expert from the Department of Transportation (NDOT), and the Department of Administration (DOA), Fleet Services Division, it was determined that the Series and Class Concepts and Minimum Qualifications are consistent with current expectations and do not require revisions at this time.

It is recommended, however, that minor revisions be made to the Education and Experience section of the Minimum Qualifications at all levels to maintain consistency with verbiage, formatting and structure.

Throughout the process, management and staff within NDOT, DOA and analysts within DHRM participated by offering suggestions and reviewing changes, and they support the recommendation.

Changes to the class specification are noted as follows: additions in blue and deletions in red.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
FLEET SERVICE WORKER IV	29	H	9.334
FLEET SERVICE WORKER III	27	H	9.335
FLEET SERVICE WORKER II	25	H	9.336
FLEET SERVICE WORKER I	23	H	9.337

SERIES CONCEPT

Fleet Service Workers service vehicles and/or light, medium, and heavy construction and maintenance equipment; perform preventive maintenance; issue vehicles to employees; and perform basic diagnostic and repair work.

Perform preventive maintenance; tune engines, order parts and make minor repairs to ensure equipment is in proper working condition; examine vehicle/equipment records or preventive maintenance schedule to determine the type of service required; complete requisitions for required filters and parts; check fluid levels and add or change fluids as necessary; replace filters from the engine, transmission, hydraulic and fuel systems; lubricate the vehicle/equipment in accordance with manufacturer's specifications; replace spark plugs and wires; replace brakes and adjust ignition timing; replace the distributor cap and rotor; change belts and hoses; charge or replace batteries; replace lamps; repack wheel bearings; conduct safety inspection of systems and components; code repair tasks and maintain records of work performed.

Repair or replace tires and single or multi-piece rims and wheels which includes removing the tire from the axle; deflating the tire or pumping out the calcium chloride; repairing or replacing the tire; reassembling the tire on the wheel; inflating the tire; balancing and mounting the tire.

Wash and detail vehicles/equipment to ensure a presentable appearance; steam clean the engine or entire vehicle; clean windows, upholstery, and carpets.

Provide assistance to mechanics and storekeepers by picking up, delivering, and returning equipment and parts and verifying the accuracy of accompanying invoices and credit memos.

Reserve vehicles for employees; fuel vehicle/equipment; collect usage data and prepare summary reports; and schedule vehicles/equipment for service.

Perform related duties as assigned.

CLASS CONCEPTS

Fleet Service Worker IV: Under general supervision, incumbents, in addition to performing the full range of duties described in the series concept, organize and direct fleet service and motor pool operations and staff.

Reserve motor pool vehicles for employees; arrange for rental cars if additional vehicles are required to supplement the fleet; assign drivers to transport employees to and from the airport; explain agency procedures and resolve complaints regarding vehicles or service.

Schedule vehicles/equipment for service and repairs; review preventive maintenance schedule or vehicle/equipment records to determine which are due for service; contact vehicle drivers or maintenance workers

FLEET SERVICE WORKER IV	29	H	9.334
FLEET SERVICE WORKER III	27	H	9.335
FLEET SERVICE WORKER II	25	H	9.336
FLEET SERVICE WORKER I	23	H	9.337

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CLASS CONCEPTS (cont'd)

Fleet Service Worker IV: (cont'd)

to arrange for vehicle/equipment to be brought to the shop; inspect vehicles/equipment and prepare work orders; determine the extent of required vehicle/equipment repairs and assist with diagnosis of problems; assign work to appropriate staff member and review completed work.

Order fuel, tires, service, and maintenance supplies to maintain an adequate inventory; review past expenditures, calculate future requirements, and complete requisition forms.

Maintain vehicle/equipment records; review and code work orders; enter data into a computer and generate management information reports; monitor vehicle/equipment performance and make recommendations regarding vehicle/equipment purchases to agency management.

Supervise Fleet Service Workers and support personnel including hiring and providing training and technical assistance; assign and review work, initiate disciplinary actions, and evaluate performance.

Ensure personnel comply with federal and State ~~laws~~ *statutes* and regulations and division policies and procedures; ensure compliance with procedures established for the use and disposal of hazardous materials.

Fleet Service Worker III: Under general supervision, incumbents perform the full range of duties described in the series concept, perform the more extensive maintenance and repair work, and may serve as leadworker to other Fleet Service Workers. Incumbents at this level are distinguished from lower level Fleet Service Workers by the variety and complexity of work and the scope of responsibility. This is the journey level in the series.

Perform preventive maintenance work on a wide variety of light, medium and heavy equipment from many different manufacturers in accordance with the service requirements and manufacturers' specifications. ~~[At this level, incumbents also perform repairs such as repairing or replacing brakes, shocks, alternators, and pumps.]~~

At this level, incumbents ~~[C]~~ complete emission inspections and make required component adjustments; perform repairs such as repairing, rebuilding, or replacing brakes, shocks, U-joints, alternators, water pumps, carburetors, various switches, and gauges, and transmission seals.

Fleet Service Worker II: Under general supervision, incumbents perform some of the duties described in the series concept. More complex diagnostic and repair work is referred to higher-level Fleet Service Workers, supervisor, mechanic, or outside repair facility. Positions in this class function below the journey level and assist Fleet Service Worker III's; progression to the journey level is not automatic.

Fleet Service Worker I: Under close supervision, incumbents perform one or more of the routine and less complex duties described in the series concept such as delivering parts; washing and detailing vehicles/equipment; checking fluid levels and adding fluids; and checking tires for proper air pressure and wear. Positions allocated to this class do not progress automatically to the next level in the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.

FLEET SERVICE WORKER IV	29	H	9.334
FLEET SERVICE WORKER III	27	H	9.335
FLEET SERVICE WORKER II	25	H	9.336
FLEET SERVICE WORKER I	23	H	9.337

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MINIMUM QUALIFICATIONS (cont'd)

SPECIAL REQUIREMENTS: (cont'd)

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances. In addition, federal law requires random testing for controlled substances during employment.

INFORMATIONAL NOTES:

- * Some positions may be required to obtain a Class A or Class B commercial driver's license.
- * Some positions may be required to obtain an emission control inspector's certificate.

FLEET SERVICE WORKER IV

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and four years of ~~[increasingly responsible]~~ experience ~~[in]~~ performing preventive maintenance work on a wide variety of light, medium and heavy vehicles from many different manufacturers in accordance with the service requirements and manufacturers' specifications; ~~[OR an equivalent combination of education and experience;]~~ **OR** one year of experience as a Fleet Service Worker III in Nevada State service; **OR an equivalent combination of education and experience as described above.** (See Special Requirements and Informational Notes)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: common methods, tools, and equipment used in the adjustment and repair of vehicles/equipment maintained by the agency to which assigned. **Ability to:** schedule vehicles for use and anticipate the need for additional vehicles; establish, monitor, and maintain a preventive maintenance schedule for a fleet of vehicles/equipment; determine whether staff, another work unit, ~~[should complete repairs]~~ or an outside vendor **should complete repairs** based on the extent of repairs, capabilities of staff, and time and equipment required; train staff in new methods and procedures; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: agency and division rules, policies, and procedures pertaining to fleet service operations; State administrative regulations, policies and procedures regarding personnel and purchasing; ~~[State and]~~ federal **and State** regulations regarding the use and disposal of hazardous materials. **General knowledge of:** principles and practices of supervision and training. **Ability to:** establish work unit priorities, delegate assignments, and train, motivate and supervise staff; interpret policies and procedures; obtain information and resolve problems; plan and direct work unit activities in a manner that utilizes personnel, facilities, and equipment most efficiently and effectively; gather, compile and analyze information required to project future requirements for materials, supplies, equipment and personnel.

FLEET SERVICE WORKER III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of ~~[garage service or automotive repair]~~ experience which included ~~[responsibilities for]~~ diagnosing and performing basic vehicle/equipment repairs and adjustments; performing preventive maintenance on a variety of vehicles/equipment; and maintaining vehicle/equipment records and reports; ~~[OR an equivalent combination of education and experience;]~~ **OR** one year of experience as a Fleet Service Worker II in Nevada State service; **OR an equivalent combination of education and experience as described above.** (See Special Requirements and Informational Notes)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: principles of automotive repair and preventive maintenance; common methods of

FLEET SERVICE WORKER IV	29	H	9.334
FLEET SERVICE WORKER III	27	H	9.335
FLEET SERVICE WORKER II	25	H	9.336
FLEET SERVICE WORKER I	23	H	9.337

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MINIMUM QUALIFICATIONS (cont'd)

FLEET SERVICE WORKER III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
hand and power tools and other equipment used in the adjustment and repair of vehicles/equipment[;]. **Ability to:** work independently and follow through on assignments with minimal direction; interact diplomatically with vehicle/equipment users to explain policies and resolve complaints. **Skill in:** performing preventive maintenance activities for a variety of vehicles/equipment; diagnosing routine mechanical/electrical failures and determining which repairs are necessary to restore a system to proper working condition; performing vehicle maintenance and repair work on light, medium and heavy equipment and vehicles; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: agency policies and procedures pertaining to garage service operations. **Skill in:** operating a variety of diagnostic equipment including computerized engine analyzers and quickly and accurately interpreting the resulting information.

FLEET SERVICE WORKER II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of [~~garage service or vehicle/equipment maintenance~~] experience which included [~~responsibilities for~~] performing preventive maintenance [~~-, tune-ups,~~] *and* minor vehicle/equipment repairs and adjustments, and changing, separating, repairing, and balancing tires; [~~OR an equivalent combination of education and experience;~~] **OR** one year of experience as a Fleet Service Worker I in Nevada State service; **OR an equivalent combination of education and experience as described above.** (See Special Requirements and Informational Notes)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: routine service requirements for vehicles/equipment including types of fluid, [~~and~~] appropriate fluid levels, and air pressure; safe working procedures and the proper use, storage, and disposal of hazardous materials; preventive maintenance requirements and basic repair procedures for the vehicles/equipment. **Ability to:** prepare work orders and code according to agency procedures; follow vehicle/equipment preventive maintenance schedules; maintain records and compile information to prepare reports; coordinate reservations for vehicles with vehicle availability; establish and maintain cooperative working relationships with co-workers, agency personnel and staff from outside agencies and vendors; detect mechanical problems and determine appropriate repairs. **Skill in:** changing, repairing, and balancing various types of tires used on vehicles/equipment; conducting thorough safety inspections of vehicle/equipment systems and components; safely using the tools and service equipment required to perform maintenance and basic equipment repair work such as wrenches, timing lights, voltmeters, battery chargers, air-powered lube guns, hoists, jacks, tire changing and balancing machines; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: preventive maintenance requirements and basic repair procedures for vehicles/equipment maintained by the agency to which assigned. **General knowledge of:** State purchasing policies and procedures. **Skill in:** diagnosing basic mechanical/electrical problems and performing required repairs; and making repairs in the field.

FLEET SERVICE WORKER I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of [~~work~~] experience which included [~~responsibilities for~~] fueling vehicles, checking fluid levels, and washing

FLEET SERVICE WORKER IV	29	H	9.334
FLEET SERVICE WORKER III	27	H	9.335
FLEET SERVICE WORKER II	25	H	9.336
FLEET SERVICE WORKER I	23	H	9.337

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MINIMUM QUALIFICATIONS (cont'd)

FLEET SERVICE WORKER I (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)
 and detailing **[vehicles]**; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirements and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Ability to: **[A]** add or change fluids and changing tires; understand and carry out oral and written instructions; perform basic math sufficient to maintain vehicle records; read and understand parts and service manuals; write to complete supply requisitions and maintain vehicle/equipment records.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
General knowledge of: policies and procedures of the work unit to which assigned; name and function of vehicle/equipment components and systems. **Ability to:** perform routine vehicle maintenance assignments and complete duties within required time frames.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.334</u>	<u>9.335</u>	<u>9.336</u>	<u>9.337</u>
ESTABLISHED:	7/1/91P	7/1/91P	7/1/91P	7/1/91P
	11/29/90PC	11/29/90PC	11/29/90PC	11/29/90PC
REVISED:	12/19/03PC	12/19/03PC	12/19/03PC	12/19/03PC
REVISED:	12/04/20PC	12/04/20PC	12/04/20PC	12/04/20PC

Personnel Commission Meeting
December 04, 2020

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

December 04, 2020.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.460	Painter III	32	G	<i>9.460</i>	<i>Painter III</i>	<i>32</i>	<i>G</i>
9.459	Painter II	31	G	<i>9.459</i>	<i>Painter II</i>	<i>31</i>	<i>G</i>
9.429	Painter I	30	G	<i>9.429</i>	<i>Painter I</i>	<i>30</i>	<i>G</i>

EXPLANATION OF CHANGE

The Nevada Department of Administration, Division of Human Resource Management (DHRM), conducted a class specification maintenance review for the Painter class series.

In coordination with Subject Matter Experts from the Department of Administration, Division of Public Works (DPW) and Nevada System of Higher Education (NSHE), it is recommended that revisions be made to the series and class concepts and minimum qualifications to clarify respective duties and to maintain consistency with verbiage, formatting, and structure.

Painters perform skilled painting work to maintain and repair the surfaces of buildings, structures, fixtures, furniture, and equipment.

Throughout the review process, management and staff within DPW and NSHE and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support this recommendation.

Changes to the class specification are noted as follows: additions in blue and deletions in red.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PAINTER III	32	G	9.460
PAINTER II	31	G	9.459
PAINTER I	30	G	9.429

SERIES CONCEPT

Painters perform skilled painting work to maintain and repair the surfaces of buildings, structures, fixtures, furniture, and equipment.

Respond to repair orders; establish priority of repairs; estimate cost of jobs; acquire materials to complete a job by contacting vendors and/or completing a purchase requisition; make repairs; document time and material costs for billing purposes.

Implement a preventive maintenance schedule and perform preventive maintenance ~~[such as]~~; conduct~~[ing]~~ routine inspections ~~[and]~~; mak~~[ing]~~e minor repairs to prolong life of furniture, fixtures, and structures~~[-and]~~; maintain a satisfactory appearance.

Finish interior or exterior surfaces; review blueprints; select and order appropriate materials; prepare surface by scraping, patching holes, sanding, removing corrosion and etching metal surfaces; tape and texture sheetrock; repair and texture plaster; prime; match and mix paint colors; apply paint with brush, rollers or spray gun or apply wall coverings; simulate wood grain or marble effects.

Finish or refinish furniture; remove old stain and finish by stripping, sanding, and bleaching; fill the grain; apply stain; seal and varnish or lacquer the furniture.

~~[Serve as leadworker by p]~~ Provid~~[ing]~~e training, *support*, work direction, and work review to other *skilled and semi-skilled* maintenance staff ~~[such as Maintenance Repair Workers, students and others]~~.

Assist contractors by providing information regarding the existing structure and required work ~~[and]~~; review bids and work completed by contractors for quality and conformance with specifications as requested.

Perform related duties as assigned.

CLASS CONCEPTS

Painter III: Under general supervision, direct and supervise a crew of Painters and other maintenance staff and perform complex painting work. *Incumbents* ~~[S]~~ schedule and oversee the repair and maintenance of painted surfaces; review work requests and/or structures, furniture, and fixtures; determine the complexity of work and establish job priorities; write work orders; coordinate job activities with other trade workers; assign work to agency personnel or make arrangements for an outside vendor to complete; lay out major projects and inspect work to ensure timely completion and compliance with specifications. *Incumbents also* ~~[H]~~ hire, train, and provide technical assistance to staff; assign and review work; initiate disciplinary action; evaluate performance and ensure personnel comply with federal and State ~~[laws]~~ *statutes* and regulations and agency policies and procedures.

PAINTER III	32	G	9.460
PAINTER II	31	G	9.459
PAINTER I	30	G	9.429

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CLASS CONCEPTS (cont'd)

Painter II: Under general supervision, incumbents perform the full range of duties described in the series concept, and in addition, at the advanced journey level, either:

- 1) function as a leadworker for lower-level Painters on a regular basis by providing training and technical assistance, assigning and reviewing work, and providing input to performance evaluations; or
- 2) work under administrative supervision with statewide responsibility for an agency's painting maintenance program which includes traveling statewide to make inspections to determine the extent of work required; determining whether projects should be completed in-house or by contractors and making required arrangements; and monitoring program expenditures; or
- 3) in a correctional environment, function as a leadworker for an inmate crew on a regular basis ~~[and]; document inmate performance through completion of periodic performance reports[-Incumbents are also responsible for];~~ implement~~[ing]~~ *work safety and security procedures* ~~[which include] to ensure efficient, secure, and safe operation of the work unit and the security of assigned inmates, staff, buildings, tools, and equipment in accordance with the Department of Corrections requirements and department policy;~~ secur~~[ing]~~e ~~[the]~~ work areas from unauthorized inmates ~~[and accountability for assigned inmates, staff, tools; and equipment].~~

Painter I: Under general supervision, incumbents perform the full range of duties described in the series concept. This is the journey level in the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.
- * Some positions require a valid driver's license at the time of appointment and as a condition of continuing employment.

PAINTER III

EDUCATION AND EXPERIENCE: Completion of a recognized painter apprenticeship program followed by two years of journey level experience as a painter; OR *one year of experience as a Painter II in Nevada State service;* OR an equivalent combination of education and experience *as described above.* (See Special Requirements)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: basic principles and practices of training and providing work direction to others.
Ability to: *provide technical guidance to staff including training, assigning and reviewing work, and evaluating performance; establish and maintain records and files; prepare reports pertaining to operations, materials, and supplies;* set priorities based on agency needs and the capacity of the shop; examine structures, furniture, and fixtures and determine painting work needed; determine cost and feasibility of projects; schedule projects by coordinating with other trade workers, agency staff, and outside vendors; estimate material, supply, and equipment requirements for shop operations and major projects; ensure compliance with established policies and regulations; *supervise and direct the work of inmates and implement approved security measures in a correctional environment; enforce safety, security, and custodial measures for the supervision of inmates;* and all knowledge, skills and abilities required at the lower levels.

PAINTER III	32	G	9.460
PAINTER II	31	G	9.459
PAINTER I	30	G	9.429

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MINIMUM QUALIFICATIONS (cont'd)

PAINTER III (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: State and agency policies and procedures pertaining to purchasing, personnel, and work unit operations. Ability to: explain and interpret policies and procedures; supervise staff including hiring, training, assigning and reviewing work, establishing work schedules and priorities, administering discipline, and evaluating performance.

PAINTER II

EDUCATION AND EXPERIENCE: Completion of a recognized painter apprenticeship program followed by one year of journey level experience; OR *one year of experience as a Painter I in Nevada State service;* OR an equivalent combination of education and experience *as described above.* (See *Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: proper use, storage, and disposal of hazardous materials. General knowledge of: agency policies and procedures pertaining to work unit operations. Skill in: bleaching, filling, and graining natural wood; using a variety of equipment and tools associated with the painting trade. Ability to: prepare written work orders and specifications; requisition supplies; organize and coordinate work activities; work cooperatively with other trades workers; set priorities of job assignments [~~Skill in: using a variety of equipment and tools associated with the painting trade~~]; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

~~[Working knowledge of: State and agency policies and procedures pertaining to work unit operations, personnel, and purchasing. Ability to: provide technical guidance to staff including training, assigning and reviewing work, and evaluating performance; establish and maintain records and files and prepare reports pertaining to operations, materials and supplies.]~~ *(These are identical to the Entry Level Knowledge, Skills and Abilities required for Painter III.)*

PAINTER I

EDUCATION AND EXPERIENCE: Completion of a recognized painter apprenticeship program; OR an equivalent combination of education and experience *as described above.* (See *Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: standard practices, methods, materials, tools and equipment used in painting; safety hazards and safe working procedures. **General knowledge of:** State and local building codes *pertaining to the painting trade. Skill in: performing a variety of skilled painting processes including surface preparation; painting interior and exterior wood, masonry, and metal surfaces; taping and finishing sheetrock; staining and varnishing furniture; applying wall coverings; finishing wood; spray painting; matching and mixing colors. Ability to:* read and interpret repair orders, color formula books, service manuals, blueprints, and construction drawings in order to determine material needs; determine the type of paint best suited for the surface to be painted; estimate the materials and time required to complete projects; add, subtract, multiply, and divide whole numbers, fractions, and decimals to calculate dimensions and material needs; safely lift painting materials and move furniture; set up and work on ladders and scaffolding; work cooperatively with others; safely use and maintain various types of painting equipment such as compressors, spray equipment, brushes, and rollers. [~~Skill in: performing a variety of skilled painting processes including surface preparation; painting interior and exterior wood, masonry, and metal surfaces; taping and finishing sheetrock; staining and varnishing furniture; applying wall coverings; finishing wood; spraying painting; matching and mixing colors.~~]

PAINTER III
PAINTER II
PAINTER I
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32	G	9.460
31	G	9.459
30	G	9.429

MINIMUM QUALIFICATIONS (cont'd)

PAINTER I (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

~~[Working knowledge of: proper use, storage, and disposal of hazardous materials. General knowledge of: agency policies and procedures pertaining to work unit operations. Ability to: prepare written work orders, requisition supplies, and prepare specifications. Skill in: bleaching, filling, and graining natural wood.]~~

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Painter II.)

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.460</u>	<u>9.459</u>	<u>9.429</u>
ESTABLISHED:	7/1/91P 11/29/90PC	7/1/91P 11/29/90PC	1/1/61
REVISED:			7/1/91P 11/29/90PC
REVISED:	9/19/03PC	9/19/03PC	9/19/03PC
REVISED:	2/10/06PC	2/10/06PC	2/10/06PC
REVISED:	12/4/20PC	12/4/20PC	12/4/20PC

Personnel Commission Meeting
December 04, 2020

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

December 04, 2020.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.463	Plumber III	33	G	<i>9.463</i>	<i>Plumber III</i>	<i>33</i>	<i>G</i>
9.462	Plumber II	32	G	<i>9.462</i>	<i>Plumber II</i>	<i>32</i>	<i>G</i>
9.432	Plumber I	31	G	<i>9.432</i>	<i>Plumber I</i>	<i>31</i>	<i>G</i>

EXPLANATION OF CHANGE

The Nevada Department of Administration, Division of Human Resource Management (DHRM), conducted a class specification maintenance review for the Plumber class series.

In coordination with Subject Matter Experts from the Department of Administration, Division of Public Works (DPW), Department of Corrections (DOC), Department of Health and Human Services (DHHS), Office of Adjutant General and National Guard (OAGNG), and Nevada System of Higher Education (NSHE), it is recommended that revisions be made to the series and class concepts and minimum qualifications to update occupational language, clarify respective duties, and reflect current methods and practices being used. Also, a third option to the second level and subsequent licensing requirement to the special requirements are recommended to reflect the needs of a large agency's backflow program. Additionally, it is recommended that revisions be made to the series and class concepts and minimum qualifications to maintain consistency with verbiage, formatting, and structure.

Plumbers perform skilled plumbing work to maintain and repair plumbing systems, fixtures, and equipment.

Throughout the process, management and staff within DPW, DOC, DHHS, OAGNG, and NSHE and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support this recommendation.

Changes to the class specification are noted as follows: additions in blue and deletions in red.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PLUMBER III	33	G	9.463
PLUMBER II	32	G	9.462
PLUMBER I	31	G	9.432

SERIES CONCEPT

Plumbers perform skilled plumbing work to maintain and repair plumbing systems, fixtures, and equipment.

Respond to repair orders; establish priority of repairs; diagnose problems utilizing appropriate tools and test equipment; estimate cost of jobs; acquire materials to complete a job by contacting vendors and/or completing a purchase requisition; make necessary repairs; document time and material costs for billing purposes.

Implement a preventive maintenance schedule and perform preventive maintenance such as conducting routine inspections, cleaning, ~~and~~ servicing, and making adjustments and minor repairs to prevent malfunction and prolong the life of equipment, systems, and structures.

Install water supply, waste, steam, and gas lines and related fixtures and fittings in accordance with the plumbing code; review *and interpret* blueprints; design and layout plumbing systems; *perform utility locating and documenting*; cut ~~and~~, thread, weld or solder pipes; assemble and install valves, pipe fittings, *insulation*, and pipes; inspect for leakage; install sinks, toilets, bathtubs, water heaters, backflow devices, and other fixtures *in accordance with applicable plumbing code*.

Troubleshoot, maintain, and repair plumbing systems; open clogged drains; replace broken lines; *adjust pipe straps and hangers*; maintain and repair heating and associated lines; repair or replace pumps, valves, low pressure systems, fixtures, and components *including storage tanks and circulating systems* to ensure systems and fixtures are in proper working order.

Maintain, inspect, and repair backflow systems; maintain records of fire hydrants and backflow device inspections and repairs.

~~[Serve as leadworker by p]~~ Provide training, *support*, work direction, and work review to other *skilled and semi-skilled* maintenance staff ~~[such as Maintenance Repair Workers, students and others]~~.

Assist contractors by providing information regarding the existing structure, equipment, systems, and required modification; review bids and work completed by contractors for quality and conformance with specifications and codes as assigned.

Perform related duties as assigned.

CLASS CONCEPTS

Plumber III: Under general supervision, direct and supervise a crew of Plumbers and other maintenance staff and perform complex plumbing work. *Incumbents* [S] schedule and oversee repair and maintenance work; review work requests and/or structures, equipment, and systems; determine the complexity of work and establish job priority; write work order; coordinate job activities with other trade workers *or contractors*; assign work to agency

PLUMBER III	33	G	9.463
PLUMBER II	32	G	9.462
PLUMBER I	31	G	9.432

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CLASS CONCEPTS (cont'd)

Plumber III (cont'd)

personnel or make arrangements for an outside vendor to complete; *obtain quotes, request funding, and oversee contractor work on a routine basis*; lay out major projects; inspect work to ensure timely completion and compliance with specifications and code requirements; *oversee products under warranty and work with manufacturer and/or installer to make repairs; maintain a budget and projects costs; provide recommendations for strategic planning consideration*. Incumbents also [H]hire, train, and provide technical assistance to staff; assign and review work; initiate disciplinary action; evaluate performance and ensure personnel comply with federal and State [laws]statutes and regulations and agency policies and procedures.

Plumber II: Under general supervision, incumbents perform the full range of duties described in the series concept, and in addition, at the advanced journey level, either:

- 1) function as a leadworker for lower-level Plumbers on a regular basis [by]; provid[ing]e training and technical assistance[;]; assign[ing] and review[ing] work[;]; and provid[ing]e input to performance evaluations; or
- 2) in a correctional environment, function as a leadworker for an inmate crew on a regular basis [and]; document inmate performance through completion of periodic performance reports[. ~~Incumbents are also responsible for~~]; implement[ing] work safety and security procedures [which include] *to ensure efficient, secure, and safe operation of the work unit and the security of assigned inmates, staff, buildings, tools, and equipment in accordance with the Department of Corrections requirements and department policy*; secur[ing]e [the] work areas from unauthorized inmates [and accountability for assigned inmates, staff, tools, and equipment.]; or
- 3) *function as a leadworker for skilled and semi-skilled workers performing backflow inspections and oversee a backflow program for a large agency; plan and implement inspection schedules and preventive maintenance programs for compliance; test devices; ensure no cross connections; maintain mandatory records; review blueprints to ensure compliance of backflow installations; report findings or submit records to local water authorities.*

Plumber I: Under general supervision, incumbents perform the full range of duties described in the series concept. This is the journey level in the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.
- * Some positions require a valid driver's license at the time of appointment and as a condition of continuing employment.
- * *Some positions require Backflow License and a Cross Connection Specialist License through American Water Works Association and may require certification from the local water authority at the time of appointment and as a condition of continuing employment.*

PLUMBER III

EDUCATION AND EXPERIENCE: Completion of a recognized plumbing apprenticeship program followed by two years of journey level plumbing experience; *OR one year of experience as a Plumber II in Nevada State service; OR* an equivalent combination of education and experience *as described above*. (See Special Requirements)

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MINIMUM QUALIFICATIONS (cont'd)

PLUMBER III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: State and local building codes, Uniform Plumbing Code (UPC), National Fuel Gas Code (NFGC), and Occupational Safety and Health Administration (OSHA) requirements. General knowledge of: basic principles and practices of training and providing work direction. Ability to: train; assign and review work; evaluate performance; establish and maintain records and files; prepare reports pertaining to operations, materials, and supplies; set priorities based on agency needs and capacity of the shop; examine structures, systems, equipment, and fixtures [and]; determine if modifications or repairs are needed; determine cost, feasibility, and design of projects; schedule projects by coordinating with other trade workers, agency staff, and outside vendors; estimate material, supply, and equipment requirements for shop operations and major projects; supervise and direct the work of inmates and implement approved security measures in a correctional environment; enforce safety, security, and custodial measures for the supervision of inmates; and all knowledge, skills and abilities required at the lower levels.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: State and agency policies and procedures pertaining to purchasing, personnel, and work unit operations; State and local building codes, ~~[Uniform Plumbing Code]~~ *UPC*, ~~[National Fuel Gas Code]~~ *NFGC*, and ~~O[.]S[.]H[.]A[.]~~ requirements. **Ability to:** explain and interpret policies and procedures; supervise staff including hiring, training, assigning and reviewing work, establishing work schedules and priorities, administering discipline, and evaluating performance.

PLUMBER II

EDUCATION AND EXPERIENCE: Completion of a recognized plumbing apprenticeship program followed by one year of journey level plumbing experience; *OR one year of experience as a Plumber I in Nevada State service; OR* an equivalent combination of education and experience *as described above.* (See *Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: State and local building codes, UPC, and NFGC; OSHA requirements; agency policies and procedures pertaining to work unit operations; backflow devices. Skill in: troubleshooting and identifying faulty plumbing parts and fixtures. Ability to: install and maintain gas piping and equipment; set priorities of job assignments; organize and coordinate work activities; work cooperatively with other trades workers. ~~[Skill in: troubleshooting and identifying faulty plumbing parts and fixtures];~~ *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

~~[Working knowledge of: State and agency policies and procedures pertaining to work unit operations, personnel, and purchasing; State and local building codes, Uniform Plumbing Code, National Fuel Gas Code, and O.S.H.A. requirements. Ability to: train, assign and review work, and evaluate performance; establish and maintain records and files and prepare reports pertaining to operations, materials, and supplies.]~~ *(These are identical to the Entry Level Knowledge, Skills and Abilities required for Plumber III.)*

PLUMBER I

EDUCATION AND EXPERIENCE: Completion of a recognized plumbing apprenticeship program; **OR** an equivalent combination of education and experience *as described above.* (See *Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: plumbing systems, pipes, fittings, valves, and components; standard practices, methods, materials, tools, and equipment used in plumbing; safety hazards and safe working procedures. *Skill in: safely operating and maintaining tools and equipment used in plumbing; join piping using basic arc*

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MINIMUM QUALIFICATIONS (cont'd)

PLUMBER I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
and gas welding and soldering sufficient to join piping; performing a variety of skilled plumbing processes including the installation, repair, and maintenance of cold and hot water supply and distribution systems, sanitary drainage systems, steam heating systems, sewage disposal systems, air compressors, pumps, and plumbing fixtures. **Ability to:** prepare written work orders [~~requisition supplies,~~] and [~~prepare~~] specifications; *requisition supplies*; read and interpret installation manuals, plumbing codes, blueprints, and construction drawings in order to determine the type, location, and configuration of plumbing systems; plan and sketch plumbing installations; annotate blueprints with updated plumbing configurations; estimate materials and time required to complete projects; apply knowledge of mathematics sufficient to size water supply systems, *drain waste and vent*, and lay out projects; safely lift construction materials and equipment; work on ladders and scaffolding and in confined building access areas. [~~Skill in: safely operating and maintaining tools and equipment used in plumbing; basic arc and gas welding and soldering sufficient to join piping; performing a variety of skilled plumbing processes including the installation, repair and maintenance of cold and hot water supply and distribution systems, sanitary drainage systems, steam heating systems, sewage disposal systems, air compressors, pumps, and plumbing fixtures.~~]

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
~~[General knowledge of: State and local building codes, Uniform Plumbing Code, and O.S.H.A. requirements; agency policies and procedures pertaining to work unit operations; the National Fuel Gas Code and Uniform Plumbing Code; backflow devices. Ability to: installing and maintaining gas piping and equipment.] (These are identical to the Entry Level Knowledge, Skills and Abilities required for Plumber II.)~~

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.463</u>	<u>9.462</u>	<u>9.432</u>
ESTABLISHED:	7/1/91P 11/29/90PC	7/1/91P 11/29/90PC	1/1/61
REVISED:			7/1/91P 11/29/90PC
REVISED:	9/19/03PC	9/19/03PC	9/19/03PC
REVISED:	2/10/06PC	2/10/06PC	2/10/06PC
REVISED:	12/4/20PC	12/4/20PC	12/4/20PC

Personnel Commission Meeting
December 04, 2020

REPORT OF CLASSIFICATION CHANGES NOT REQUIRING PERSONNEL COMMISSION APPROVAL

Attached is a report of changes made to the classification plan pursuant to NRS 284.160, sections 4 through 6 which reads as follows:

“4. The classification plan and changes therein are subject to approval by the Commission, except that the Administrator may make a change in the classification plan without the prior approval of the Commission if:

- (a) The Administrator deems it necessary for the efficiency of the public service;
- (b) The change is not proposed in conjunction with an occupational study; and
- (c) The Administrator, at least 20 working days before acting upon the proposed change:

(1) Provides written notice of the proposal to each member of the Commission, to all departments and to any head of an employees' organization who requests notice of such proposals; and

(2) Posts a written notice of the proposal in each of the principal offices of the Division.

Any occupational study conducted by the Division in connection with the preparation, maintenance or revision of the classification plan must be approved by the Commission.

5. If no written objection to the proposed change to the classification plan is received by the Administrator before the date it is scheduled to be acted upon, the Administrator may effect the change. The Administrator shall report to the Commission any change in the classification plan made without its approval at the Commission's next succeeding regular meeting.

6. If a written objection is received before the date the proposed change is scheduled to be acted upon, the Administrator shall place the matter on the agenda of the Commission for consideration at its next succeeding regular meeting.”

The conditions set forth in these statutes have been met. A copy of the justifications and revised class specifications are on file in the office of the Administrator of the Division of Human Resource Management.

The following changes have been effected:

REPORT OF CLASSIFICATION CHANGES

POSTING#: 26-20
Effective: 8/21/20

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
5.205	Education Programs Director	41	A	<i>5.205</i>	<i>Education Programs Director</i>	<i>41</i>	<i>A</i>
5.206	Education Programs Supervisor	40	B	<i>5.206</i>	<i>Education Programs Supervisor</i>	<i>40</i>	<i>B</i>
5.232	Education Programs Professional	39	B	<i>5.232</i>	<i>Education Programs Professional</i>	<i>39</i>	<i>B</i>

BASIS FOR RECOMMENDATION

At the request of the Department of Education (NDE), the Division of Human Resource Management (DHRM) conducted a review of the Education Programs series. Positions in this series assist and foster growth of early childhood, pre-K, K-12, postsecondary, adult, and related education programs throughout Nevada by providing technical assistance, training, and oversight.

In coordination with subject matter experts from NDE and analysts within DHRM, it was determined that additional representative duty statements be added to the Series Concept to clarify responsibilities. In addition, extensive revisions were made to the Program Areas section of the Series Concept to account for newly established areas of responsibility as well as to refresh verbiage and clarify duty statements for existing programmatic areas.

Furthermore, the Special Requirements of the Minimum Qualifications were amended to remove certification requirements that are no longer needed and to update language to remain consistent with verbiage used. The Informational Notes of the Minimum Qualifications were amended to include a statement indicating that some positions will require the applicant to attach a copy of their university transcripts at the time of application.

In addition, the Education and Experience section of the Minimum Qualifications were amended at every level in the series to clarify the experience necessary to qualify for employment and to maintain consistency with verbiage, formatting, and structure. Lastly, the Entry Level and Full Performance Knowledge, Skills, and Abilities at every level in the series were amended to account for changes made within both the Series Concept and the Program Areas.

Throughout the process management and staff within NDE and analysts within DHRM participated by offering suggestions and reviewing changes, and they support the recommendation.

POSTING#: 01-21

Effective: 11/6/20

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.527	Public Health Rating & Survey Officer	37	B	10.527	<i>Public Health Rating & Survey Officer</i>	37	<i>B</i>

BASIS FOR RECOMMENDATION

At the request of the Department of Health & Human Services (DHHS), Division of Public & Behavioral Health (DPBH), the Division of Human Resource Management (DHRM) conducted a review of the Public Health Rating & Survey Officer class specification.

In coordination with Subject Matter Experts from DHHS, DPBH, and the Department of Agriculture (NDA), as well as analysts within DHRM, it was determined that changes be made to the representative duty statements to clarify duties related to Environmental Health Specialists, update language, and remove verbiage relative to duties no longer being performed.

In addition, Nevada Revised Statute 625A (Environmental Health Specialists) prohibits the practice of environmental health in this State unless a person holds a registration as an Environmental Health Specialist, a temporary registration or a provisional registration as an Environmental Health Specialist Trainee issued by the Board of Environmental Health Specialists. As such, an Informational Note was added to the Minimum Qualifications to include a statement indicating that any person licensed as an Environmental Health Specialist in another state or by the National Environmental Health Association must obtain Registration by Endorsement or Registration as an Environmental Health Specialist by the Nevada State Board of Environmental Health Specialists within six months of appointment and as a condition of continuing employment.

Furthermore, the Education & Experience section of the Minimum Qualifications was amended to include licensure as an Environmental Health Specialist as a requirement for employment.

Lastly, the Entry Level and Full Performance Knowledge, Skills, and Abilities, at every level in the series, were amended to account for changes made and to maintain consistency with formatting, verbiage, and structure.

Throughout the process management and staff within DHHS, DPBH, NDA, and analysts within DHRM participated by offering suggestions and reviewing changes and they support the recommendation.