

TO: Personnel Commission
 Katherine Fox, Chair
 Mitch Brust, Member
 David Read, Member
 David Sánchez, Member
 Gary Mauger, Member

FROM: Teresa Thienhaus, Administrator
 Division of Human Resource Management

AGENDA: Personnel Commission Meeting
December 9, 2011 9:00 a.m.

LOCATION: Carson City at the Legislative Building, Room 4100,
 and in Las Vegas at the Grant Sawyer Building, Room
 4401, 555 East Washington Avenue via
 videoconferencing.

NOTE: 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.

- I. **Call To Order** – 9:00 a.m.
- FOR POSSIBLE ACTION II. **Adoption of Agenda**
- III. **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) 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 Committee Chair may elect to allow additional public comment on a specific agenda item when the item is being considered.
- FOR POSSIBLE ACTION IV. **Adoption of Minutes of Previous Meetings dated September 28, 2011 and November 18, 2011**
- FOR POSSIBLE ACTION V. **Approval of Prohibitions and Penalties**
 - A. **Department of Administration**2-12
 - B. **Office of Energy** 1-7
 - C. **Nevada System of Higher Education**13-23
 - D. **State Controller’s Office**24-33
 - E. **Commission on Mineral Resources**34-41
- FOR POSSIBLE ACTION VI. **Adoption of Revised Hearing Officer Rules of Procedure** ...43-55
- FOR POSSIBLE ACTION VII. **Approval of Proposed Regulation Changes to Nevada Administrative Code, Chapter 284**56-57
 - A. **LCB File No. R026-11**58-62
 - Sec. 1. New: Resolution Conference
 - Sec. 2. NAC 284.658 - “Grievance” defined

- Sec. 3. NAC 284.695 - Submission of grievance to Employee-Mgmt Committee
- Sec. 4. NAC 284.6955 - Hearing before Employee-Mgmt Committee: Procedure
- Sec. 5. NAC 284.6957 - Hearing before Employee-Mgmt Committee: Continuance
- Sec. 6. NAC 284.696 - Unlawful discrimination
- Sec. 7. New: Effective Date

B. LCB File No. R027-1163-65

- Sec. 1. NEW: Investigation prior to disciplinary action
- Sec. 2. NAC 284.642 - Suspensions and demotions
- Sec. 3. NAC 284.646 - Dismissals
- Sec. 4. NAC 284.742 - Appointing authorities authorized to define conflicting activities

VIII. Report of Uncontested Classification Changes66-67
Posting #03-12

IX. Special Reports

X. 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) 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 Committee Chair may elect to allow additional public comment on a specific agenda item when the item is being considered.

XI. Announce Dates for Upcoming Meetings

FOR POSSIBLE ACTION: XII. Adjournment

If anyone has questions or wish to discuss in further detail, the items scheduled for this Commission meeting, please contact Shelley Blotter at (775) 684-0105.

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 100 North Stewart Street, Suite 200, Carson City, Nevada 89701-4204 no less than five working days prior to the meeting.

NOTE: As video conferencing gives the Commission, staff and others flexibility to attend meetings in either northern or southern Nevada, handouts to the Commission on the day of the meeting might not be transmitted to the distant locations.

CARSON CITY

Blasdel Building, 209 East Musser Street
Nevada State Library and Archives, 100 N. Stewart St.
Capitol Building, Main Floor
Legislative Building
401 South Carson Street, Carson City
Department of Personnel website:
www.dop.nv.gov

LAS VEGAS

Grant Sawyer Building
555 E. Washington Avenue
Las Vegas, Nevada