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**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*

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**PERSONNEL COMMISSION**

**Meeting Notice**

**DATE:** Friday, June 25, 2021

**TIME:** 9:00 a.m.

<b>LOCATION:</b>	State Library and Archives	Grant Sawyer Building
	100 N. Stewart Street	555 E. Washington Avenue
	Room 110	Room 1400
	Carson City, Nevada 89701	Las Vegas, NV 89101

Effective June 1, 2021, the Governor’s Emergency Directive expired, and Open Meeting Law procedures were reinstated.

The sites will be connected by videoconference. The public is invited to attend at either location. 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.

**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).
- FOR POSSIBLE ACTION III. Approval of Minutes of Previous Meeting Dated March 19, 2021.....4-14**
- FOR POSSIBLE ACTION IV. Prohibitions and Penalties: Discussion and Approval of**

**Specific Activities Considered Inconsistent, Incompatible, or in Conflict with Employee’s Duties and the Process of Progressive Discipline.....15-60**

- A. Department of Taxation
- B. Silver State Health Insurance Exchange
- C. State Public Charter School Authority

**FOR POSSIBLE ACTION**

**V. Discussion and Approval of Addition of Classes or Positions for Pre-Employment Screening for Controlled Substances.....61-76**

- A. The Department of Administration, State Public Works Division 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:
    - a. 09.612 Facility Supervisor I, PCN 0119
    - 09.609 Facility Supervisor II, PCN 0202

**FOR POSSIBLE ACTION**

**VI. Discussion and Approval of Proposed Class Specification Maintenance Review of Classes Recommended for Revisions and Abolishment.....77-93**

- A. Mechanical & Construction Trade
  - 1. Subgroup: Equipment Operations
    - a. 9.212 Driver Warehouse Supervisor/Worker Series
  - 2. Subgroup: Skilled Trades & Allied
    - a. 9.465 Craft Worker-In-Training Series

**INFORMATIONAL ITEM**

**VII. 2021 Legislation Affecting State Employees and DHRM Budget**

**VIII. Discussion and Announcement of Dates for Upcoming Meetings. Next Meeting Scheduled for September 17, 2021.**

**IX. Commission Comments**

**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).

**XI. 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, NV, 89101; or on our website [http://hr.nv.gov/Boards/PersonnelCommission/Personnel\\_Commission\\_-\\_Meetings/](http://hr.nv.gov/Boards/PersonnelCommission/Personnel_Commission_-_Meetings/). To obtain a copy of the supporting material, you may contact Jade Bonds at (775) 684-0130 or [jbonds@admin.nv.gov](mailto:jbonds@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](mailto: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, NV, 89701, no less than (5) 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/](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 Jade Bonds at (775) 684-0130 or [jbonds@admin.nv.gov](mailto:jbonds@admin.nv.gov) to make such requests.

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

**Carson City**

Blasdel Building, 209 East Musser Street

Nevada State Library, Archives and Public Records, 100 North Stewart Street

Nevada State Capitol Building, 101 North Carson Street

**Las Vegas**

Grant Sawyer Building, 555 East Washington Avenue

**Online**

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

Division of Human Resource Management: [www.hr.nv.gov](http://www.hr.nv.gov)

**STATE OF NEVADA  
PERSONNEL COMMISSION**

Pursuant to Section 1 of Governor Sisolak’s Emergency Directive 006, there was no physical location for this meeting.

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**MEETING MINUTES  
March 19, 2021  
Subject to Commission Approval**

**COMMISSIONERS PRESENT  
IN CARSON CITY:**

Ms. Katherine Fox, Chairperson  
Ms. Patricia Hurley, Commissioner  
Ms. Priscilla Maloney, Commissioner  
Ms. Mary Day, Alternate Commissioner

**COMMISSIONERS PRESENT  
IN LAS VEGAS:**

Mr. Andreas Spurlock, Commissioner  
Mr. Armen Asherian, Alternate Commissioner, non-voting

**STAFF PRESENT IN CARSON CITY:**

Mr. Peter Long, Administrator, Division of Human Resource Management (DHRM)  
Ms. Michelle Garton, Deputy Administrator, DHRM  
Ms. Beverly Ghan, Deputy Administrator, DHRM  
Ms. Denise Woo-Seymour, Supervisory Personnel Analyst, DHRM  
Ms. Rachel Baker, Personnel Analyst, DHRM  
Ms. Keisha Harris, Personnel Analyst, DHRM  
Ms. Carrie Hughes, Personnel Analyst, DHRM  
Ms. Patty Kreymborg, Personnel Analyst, DHRM  
Ms. Dan Nubel, Deputy Attorney General, Office of the Attorney General

**STAFF PRESENT IN LAS VEGAS:**

Ms. Heather Dapice, Supervisory Personnel Analyst, DHRM

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

**Chairperson Fox:** Called the meeting to order on Friday, March 19, 2021, at approximately 9:00 a.m. She welcomed everyone, noting Alternate Commissioners Armen Asherian was also in attendance.

**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 DECEMBER 4, 2020 – Action Item**

**Chairperson Fox:** Asked if there were any corrections or changes to be made on the minutes from December 4, 2020. There were none.

MOTION: Moved to approve minutes of the December 4, 2020 meeting.  
BY: Chairperson Fox  
SECOND: Commissioner Maloney  
VOTE: The vote was unanimous in favor of the motion.

**IV. PROHIBITIONS AND PENALTIES: DISCUSSION AND APPROVAL OF SPECIFIC ACTIVITIES CONSIDERED INCONSISTENT, INCOMPATIBLE, OR IN CONFLICT WITH EMPLOYEE'S DUTIES AND THE PROCESS OF PROGRESSIVE DISCIPLINE – Action Item**

- A. Department of Indigent Defense Services
- B. Department of Energy
- C. Governor's Office
- D. Governor's Finance Office
- E. Public Employees' Benefits

**Denise Woo-Seymour:** Good morning Madame Chair and members of the Commission. I am Denise Woo-Seymour, a Supervisory Personnel Analyst for the Division of Human Resource Management.

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

The Department of Indigent Defense Services is a new agency, therefore the Prohibitions and Penalties before you for approval are newly created. Input was requested from department employees and the employee associations. Prohibition #H-5 on page 26 of your binder, is the first time a penalty range will be proposed to the Commission with language from regulation LCB File #R123-19 adopted by the Commission this last December, allowing licensed Concealed & Carry Weapon State employees to carry at their place of employment with prior notification to their appointing authority.

To add clarification, the language was adopted by the Personnel Commission on 12/4/2020. The date of 12/29/2020 listed in #H-5's side comment is the effective date the adopted language was approved by the Legislative Commission. This will apply to all agencies proposing this language as a new or amended prohibition. Apologies for the confusion.

Also, the proposed penalty range is the same as other agencies proposing this as a new or amended prohibition today. Otherwise, these new Prohibitions and Penalties have been reviewed by the Division and are consistent with those already approved by the Commission.

Representatives from the Department of Indigent Defense Services and Agency HR Services are available to answer any questions.

**Chairperson Fox:** Asked if there were any comments or questions from the Commissioners or the public. There were none.

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

**Denise Woo-Seymour:** Again, for the record, Denise Woo-Seymour from the Division of Human Resource Management.

The Department of Energy 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 clarification I provided in Item IV-A also applies to Prohibition #H-7 on page 44 of your binder, which contains the additional language adopted by the Commission this last December and already has the same penalty range for this prohibition as other agencies proposing this as a new or amended prohibition today.

Several prohibitions on pages 36, 39 and 40, have been deleted and noted as incorporated in other existing prohibitions. Otherwise, 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.

Representatives from the Department of Energy and Agency HR Services are available to answer any questions.

**Chairperson Fox:** Commissioners please note, in the new Prohibitions and Penalties, DHRM defined coaching as taking place prior to beginning the disciplinary process and the Letter of Instruction (LOI) and any other means of coaching are not part of the disciplinary process.

That was the change and it is clear the intention of the LOI is for informational, in structural training for the employee.

**Chairperson Fox:** Asked if there were any comments or questions from the Commissioners or the public. There were none.

MOTION: Moved to approve Item IV-B.  
BY: Chairperson Fox  
SECOND: Commissioner Spurlock  
VOTE: The vote was unanimous in favor of the motion.

**Denise Woo-Seymour:** Again, for the record, Denise Woo-Seymour from the Division of Human Resource Management.

The Prohibitions and Penalties before you for approval are newly created for the Governor's Office which employs approximately 13 classified staff. Input was requested from department employees and the employee associations. Prohibition #H-5, on page 59, proposes the same penalty range as other agencies proposing new or amended prohibitions and penalties today for the highlighted language adopted by the Commission this last December. Again, the clarification I provided in Item IV-A applies to this prohibition.

Otherwise, these new Prohibitions and Penalties have been reviewed by the Division and are consistent with those already approved by the Commission.

Representatives from the Governor's Office and Agency HR Services are available to answer any questions.

**Chairperson Fox:** Asked if there were any comments or questions from the Commissioners or the public. There were none.

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

**Denise Woo-Seymour:** For the record, Denise Woo-Seymour from the Division of Human Resource Management.

The Prohibitions and Penalties before you for approval are newly created for the Governor's Finance Office. Input was requested from department employees and the employee associations. Again, clarification I provided in Item IV-A applies to Prohibition #H-6, on page 73, which is also proposing the same penalty range as other agencies proposing this as a new or amended prohibition today.

Otherwise, these new Prohibitions and Penalties have been reviewed by the Division and are consistent with those already approved by the Commission.

Representatives from the Governor's Finance Office and Agency HR Services are available to answer any questions.

**Chairperson Fox:** Asked if there were any comments or questions from the Commissioners or the public. There were none.

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

**Denise Woo-Seymour:** For the record, Denise Woo-Seymour from the Division of Human Resource Management.

The Public Employees' Benefits Program or PEBP, has updated their Prohibitions and Penalties previously approved by the Personnel Commission and in effect since March 16, 2012. Prior to the submitted revised version, department employees and the employee associations were requested to submit comments and suggestions.

Prohibition #H-8 on page 88, contains the additional language adopted by the Commission last December and is amending the penalty range to be consistent with other agencies proposing the same prohibition and penalty range as new or amended today. The clarification I provided in Item IV-A also applies to this prohibition.

Several prohibitions on pages 84 and 85, have been deleted and noted as incorporated in other existing prohibitions. Otherwise, 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.

Representatives from PEBP and Agency HR Services are available to answer any questions.

**Chairperson Fox:** Asked if there were any comments or questions from the Commissioners or the public. There were none.

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

**V. DISCUSSION AND APPROVAL OF PROPOSED TEMPORARY REGULATION CHANGE TO NEVADA ADMINISTRATIVE CODE, CHAPTER 284 – Action Item**

**A. Sec 1. NEW Furlough Leave**

**Commissioner Maloney:** I have a matter. After reviewing a concern with DHRM who then referred this to their DAG, and got back to me, I think it is mutually agreed upon, in the abundance of caution, that pursuant to Nevada's law's, statutes, case law precedent and regulations on disclosures and potential conflict of interest, I need to disclose I am a self-employed government affairs specialist contractor for AFSCME 4041, Retirees Chapter for the legislative sessions and the interim.

I sit in a labor representative seat, so it is understandable that I would be employed in some capacity in a labor function in the State of Nevada.

The Retirees Chapter is a stand-alone subdivision of the classified part of AFSCME 4041, they have their own constitution and bylaws. My consultees come from separate funds not co-mingled with the funds of AFSCME 4041.

My work is directed by a separate Executive board and I do not believe my work with the AFSCME Retirees Chapter will in any way affect the impartiality of my vote.

Chairperson Fox: Thank you Commissioner Maloney for providing that information.

**Michelle Garton:** Good morning, this is Michelle Garton, Deputy Administrator for DHRM.

This regulation is furlough leave and as you are aware, AB3 of the 31<sup>st</sup> Legislative special session of the Nevada Legislature requires furlough leave to be taken by most employees for the six months of January 2021 through June 2021.

In December this regulation was adopted on an emergency basis by the Commission. It was filed with the Secretary of State's office.

There was a change that was made quite soon after the regulation was submitted to the Secretary of State's office; the Legislative Counsel Bureau, submitted a replacement page for DHRM and the changes made and are considered non-substantive, "work week" was changed to "pay week" and in subsection 7, where the Governor's Finance Office or the Chief Financial Officer of the Nevada System of Higher Education would be the approving entity for that subsection which is allowing overtime, regular time and furlough.

The way the regulation is being proposed for temporary adoption today through June 30, 2021 is on pages 100 and 101 in your binder.

I am happy to answer any questions from the Commission.

**Chairperson Fox:** Asked if there were any further comments or questions from Commissioners or the public. There were none.

MOTION: Moved to approve Item V-A.  
BY: Commissioner Spurlock  
SECOND: Commissioner Day  
VOTE: The vote was unanimous in favor of the motion.

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

- 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 preemployment screening for controlled substances:
    - a. 10.365 Licensed Practical Nurse I, PCN 4023
    - b. 10.379 Registered Nurse, BBYCA, PCN 4022
    - c. 12.380 Cadre Team Leader, PCN 4031, 4032, 4033, 4034, 4035, 4036, 4037, 4038, 4039, 4040, 4041, 4042, 4043, 4044, 4045, 4046, 4047, 4048, 4049, 4050, 4051, 4052
  
    - 12.382 Cadre Team Supervisor, PCN 4018, 4019, 4020, 4021
- B. Request for approval of class specification changes to include preemployment screening for controlled substances for the following:
  - 1. 10.379 Registered Nurse, BBYCA
  - 2. 12.380 Cadre Team Leader
  - 12.382 Cadre Team Supervisor

**Chairperson Fox:** Indicated the Commissioners would hear Items VI-A item 1a and 1b together, VI-A item 1c.

**Carrie Hughes:** My name is Carrie Hughes, and I am a Personnel Analyst with the Division of Human Resource Management.

The State of Nevada Office of the Military is requesting the addition of the requirement of pre-employment screening for controlled substances for the positions listed in agenda item VI-A 1a and 1b.

The Office of the Military has outlined various reasons for identifying these positions for pre-employment screening for controlled substances in their request. NRS 284.4066 indicates that the basis for determining whether a position should be approved for preemployment screening for controlled substances is whether a position "affects the public safety". For this reason, the most notable basis for these positions is that the incumbents will have contact with 16 to 18-year-old youths at a residential academy and may be required to transport the youths in a motor vehicle.

Thank you for your consideration of this item. A representative of the Office of the Military has been requested to be available to answer questions you may have.



**Chairperson Fox:** Asked if there were any further comments or questions from Commissioners or the public. There were none.

MOTION: Moved to approve Agenda Item VI-A item 1a and 1b.  
BY: Chairperson Fox  
SECOND: Commissioner Hurley  
VOTE: The vote was unanimous in favor of the motion.

**Carrie Hughes:** Again, for the record my name is Carrie Hughes.

The State of Nevada Office of the Military is also requesting the addition of the requirement of pre-employment screening for controlled substances for the positions listed in agenda item VI-A 1c.

Again, the Office of the Military has outlined various reasons for identifying these positions for pre-employment screening for controlled substances in their request. However, in light of NRS 284.4066, the most notable basis for these positions is that the incumbents will have contact with 16 to 18-year-old youths at a residential academy and may be required to transport the youths in a motor vehicle.

Thank you for your consideration of this item.

**Chairperson Fox:** Asked if there were any further comments or questions from Commissioners or the public. There were none.

MOTION: Moved to approve Agenda Item VI-A item 1c.  
BY: Commissioner Maloney  
SECOND: Chairperson Fox  
VOTE: The vote was unanimous in favor of the motion.

**Carrie Hughes:** Again, for the record my name is Carrie Hughes.

With agenda item VI-B we are requesting a change to the class specifications to reflect the approval of the requirement of pre-employment screening for controlled substances for positions in the classes.

Thank you for your consideration of this item.

**Chairperson Fox:** Asked if there were any further comments or questions from Commissioners or the public. There were none.

MOTION: Moved to approve Agenda Item VI-B item 1 and 2.  
BY: Commissioner Hurley  
SECOND: Commissioner Maloney  
VOTE: The vote was unanimous in favor of the motion.

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

- A. Engineering & Allied
  - 1. Subgroup: Engineering Support Services
    - a. 6.361 Cartographic/Graphics Technician series
    - b. 6.370 Engineering Drafter series
  - 2. Subgroup: Environmental & Land Use series
    - a. 6.711 Land Use Planner series
    - b. 6.729 Landscape Architect series
- B. Mechanical & Construction Trade
  - 1. Subgroup: Equipment Operations

- a. 9.209 Grounds Equipment Operator series
- 2. Subgroup: Equipment Management, Maintenance & Repair
  - a. 9.326 Equipment Mechanic-In-Training series
- 3. Subgroup: Skilled Trades & Allied
  - a. 9.431 Locksmith series
  - b. 9.439 Carpenter series
- 4. Subgroup: Semi-Skilled General Labor
  - a. 9.481 Maintenance Repair Aid series
- 5. Subgroup: Facility & Grounds Management
  - a. 9.610 Grounds Supervisor series
- 6. Subgroup: Building & Grounds Maintenance
  - a. 9.630 Grounds Maintenance Worker series

**Patricia Kreymborg:** Good morning Madam Chair and members of the Commission. For the record, my name is 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 Item VII-A 1a Cartographic/Graphics Technician series and Item VII-A 1b Engineering Drafter series on the agenda.

I will begin with Item VII-A 1a, Cartographic/Graphics Technician series. In consultation with Subject Matter Experts from the Nevada Department of Transportation, the Nevada Division of State Parks, the University of Nevada, Reno, and Analysts within the Division of Human Resource Management, it was determined that the Series Concept be updated to reflect current practices employed by positions in this series. The Class Concepts are consistent with current expectations and no changes were required at this time; however, minor changes were made to the Minimum Qualifications/Education & Experience by removing the Associate degree referenced in the Informational Note and adding it as an optional requirement in each level in the series.

Minor changes were also made to the Minimum Qualifications to maintain consistency with verbiage, formatting, and structure.

Moving onto Item VII-A 1b, in consultation with Subject Matter Experts from the Nevada Department of Transportation and Analysts within the Division of Human Resource Management, it was determined that the Series Concept is consistent with current expectations except for one minor change to verbiage. To better define trainee levels, minor changes were also made to the Class Concepts at the Engineering Drafter II and I levels.

It was recommended that a bachelor's degree option be added to Education & Experience for both the Engineering Drafter III and II and that the years of experience that accompany high school graduation be reduced.

Lastly, minor changes were made to the Minimum Qualifications to maintain consistency with verbiage, formatting, and structure.

Supervisory Personnel Analyst Heather Dapice will now present Items VII-A 2a and VII-A 2b on the agenda.

**Heather Dapice:** Good Morning Madam Chair and members of the Commission. For the record, my name is Heather Dapice, Supervisory Personnel Analyst with the Division of Human Resource Management, Classification Unit. As part of the Biennial Class Specification Maintenance Review process, I am here to present for your approval this date, Item VII-A 2a and 2b, the Land Use Planner and Landscape Architect series.

Beginning with Item VII-A 2a Land Use Planner. In consultation with Subject Matter Experts from the Division of State Lands and analysts within the Division of Human Resource Management, it was determined that the Series and Class Concepts met current expectations and no changes were required at this time. However, a minor change was made to the Education & Experience section to include additional bachelor's degrees, in addition to minor changes to the Minimum qualifications to maintain consistency with verbiage, formatting and structure.

Moving on to Item VII-A 2b, Landscape Architect. In consultation with Subject Matter Experts from the Nevada Department of Transportation and Nevada State Parks, it was determined that minor changes be made to the Series and Class Concepts and the Minimum Qualifications to clarify and reflect representative duties currently being performed, clarify experience requirements and equivalencies and to maintain consistency with verbiage formatting and structure. It is further recommended that an Informational Note be added to the Minimum Qualifications to reflect that the Landscape Architect Supervisor and Landscape Architect must maintain licensure as a condition of continuing employment.

Thank you, we would be happy to answer any questions you may have.

**Chairperson Fox:** Asked if there were any further comments or questions from Commissioners or the public. There were none.

MOTION: Moved to approve Agenda Item VII-A item 1 and item 2.  
BY: Chairperson Fox  
SECOND: Commissioner Hurley  
VOTE: The vote was unanimous in favor of the motion.

**Patricia Kreymborg:** Again, for the record, my name is 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 Item VII-B 1a, Grounds Equipment Operator Series on the agenda.

In consultation with Subject Matter Experts from the University of Nevada, Reno, the University of Nevada, Las Vegas, the Nevada Department of Veterans Services, and Analysts within the Division of Human Resource Management, it was determined that the Series Concept be amended to clarify duties and update other types of equipment used.

It was also recommended that, at the Grounds Equipment Operator II level, the statement “or an equivalent combination of education and experience” be removed from the Minimum Qualifications as it was determined that there were no equivalent levels of education or experience that could be substituted.

Lastly, it was recommended that minor revisions be made to the Minimum Qualifications to maintain consistency with verbiage, formatting, and structure.

Personnel Analyst Rachel Baker will now present Item VII-B, 2a on the agenda.

**Rachel Baker:** Good morning Madam Chair and members of the Commission. For the record, my name is Rachel Baker, Personnel Analyst with the Division of Human Resource Management, Classification Unit.

As part of the Biennial Class Specification Maintenance Review Process, I am here to present for your approval this date, Item VII-B 2a on the agenda, the Equipment Mechanic-in-Training series.

In coordination with Subject Matter Experts from the Nevada System of Higher Education, the Department of Transportation, and analysts within the Division of Human Resource Management, it is recommended that minor changes be made to the Class Concept for the III level to reflect that incumbents also receive practical training in complex computer diagnostics.

Changes were also made to the Informational Note, and the Minimum Qualifications to broaden the applicant pool and to maintain consistency with verbiage, formatting, and structure.

Thank you. Personnel Analyst Keisha Harris will now present the next item on the agenda.

**Keisha Harris:** Good morning Madam Chair and members of the Commission. For the record, my name is Keisha Harris, Personnel Analyst with the Division of Human Resource Management, Classification Unit.

As part of the Biennial Class Specification Maintenance Review Process, I am here to present for your approval this date, Item VII-B 3a and 3b on the agenda, the Locksmith and Carpenter class specifications.

Beginning with item VII-B 3a, Locksmith series. In consultation with Subject Matter Experts from the Department of Corrections and Nevada System of Higher Education agencies that utilize this series and analysts within the Division of Human Resource Management, it is recommended that changes be made to the Series and Class Concepts and Minimum Qualifications to update occupational language, clarify respective duties, reflect current methods and practices being used, and to maintain consistency with verbiage, formatting, and structure.

Moving on to item VII-B 3b, Carpenter series. In consultation with Subject Matter Experts from the Department of Corrections, Department of Transportation and Nevada System of Higher and Analysts within the Division of Human Resource Management, it is recommended that revisions be made to the Series and Class Concepts and Minimum Qualifications to update occupational language, clarify respective duties, reflect current methods and practices being used, and to maintain consistency with verbiage, formatting, and structure. Additionally, we request an amendment to the class specification to include the revision date effective today, March 19, 2021 as the date was inadvertently left out of the recommended class specification.

Personnel Analyst Rachel Baker will now present Item VII-B, 4a on the agenda.

**Rachel Baker:** Again, for the record, Rachel Baker, Personnel Analyst. I am presenting for your approval this date, item VII-B 4a on the agenda, the Maintenance Repair Aide series.

It was determined that while there are no active positions allocated to the series within the state, NSHE is currently utilizing the series. As such, a minor change to the class titles were made at all levels to indicate that positions serve as assistants to higher-level classes. In addition, revisions were made to the Class Concepts, at all levels, to maintain consistency with verbiage, formatting, and structure.

Thank you. Personnel Analyst Patricia Kreymborg will now present the next item on the agenda.

**Patricia Kreymborg:** As part of the Biennial Class Specification Review Process, I am here to present for your approval, this date, recommended changes to Item VII-B 5a, Grounds Supervisor series and Item VII-B 6a, Grounds Maintenance Worker series on the agenda.

I will begin with Item VII-B 5a, Grounds Supervisor series. In consultation with Subject Matter Experts from the University of Nevada, Reno, the University of Nevada, Las Vegas, and Analysts within the Division of Human Resource Management, it was determined that language in the Series Concept be added to reflect all duties currently being performed by Grounds Supervisors. The Class Concepts are consistent with current expectations and required only minor changes to verbiage at the Grounds Supervisor II level.

It was also recommended that the Special Requirements section under Minimum Qualifications be revised to include possession of a valid class C driver's license at the time of appointment and as a condition of continuing employment.

Lastly, it was recommended that minor revisions be made to the Minimum Qualifications to maintain consistency with verbiage, formatting, and structure.

Moving onto Item VII-B 6a, Grounds Maintenance Worker series. In consultation with Subject Matter Experts from multiple agencies within the State, NSHE, and Analysts within the Division of Human Resource Management, it was determined that the Series Concept is consistent with current expectations. It was recommended; however, that minor revisions be made to the Class Concepts and Minimum Qualifications to maintain consistency with verbiage, formatting, and structure.

Thank you. We respectfully request your approval of these class specifications to include the amended class specification for the Carpenter series with the revision date effective today. We would now be happy to answer any questions you may have.

**Chairperson Fox:** Asked if there were any further comments or questions from Commissioners or the public. There were none.

MOTION: Moved to approve Agenda Item VII B item 1 through item 6.  
BY: Chairperson Fox  
SECOND: Commissioner Hurley

VOTE: The vote was unanimous in favor of the motion.

**VIII. 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: #02-21  
12.382 Cadre Team Leader/Supervisor series

Posting: #03-21  
10.526 Environmental Health Specialist series

Posting: #04-21  
10.379 Registered Nurse, BBYCA

**IX. DISCUSSION AND ANNOUNCEMENT OF DATES FOR UPCOMING MEETINGS. NEXT MEETING SCHEDULED FOR JUNE 18, 2021.**

**Chairperson Fox:** The next meeting is set for June 18, 2021 and then we are looking to September.

**Peter Long:** The Division has no issue with the dates for September, that would leave the dates of Friday September 17 or Friday September 24 based on the Commissioners preferences and availability.

There were no other issues with Commissioner availability for either date and the Commission chose September 17, 2021.

**X. COMMISSION COMMENTS**

**Peter Long:** I wanted to bring the Commission up to date; the 2019 Legislature through SB135 allowed collective bargaining for a number of State employees.

DHRM has been working diligently since that time and I would like to present a quick overview. There were 11 units detailed in the bill to include labor, maintenance and custodial, clerical, technical aid, professionals non-health care, professionals health care, category I peace officers, category II peace officers, category III peace officers and positions that supervise and firefighters.

The Division worked with the various unions to provide information and ultimately, the unions went to the EMRB for certification and AFSCME became the exclusive representative for Unit A; Labor, maintenance and custodial, Unit B; Professionals health care, Unit F; Non-professionals health care and Unit I; Category III peace officers.

NPU became the exclusive representatives for category I peace officers.

NSLEOA (Nevada State Law Enforcement Officers Association) became the exclusive representatives for category II peace officers and BBFFA (Battle Born Firefighters Association) became the exclusive representatives for firefighters.

At this point in time, the other four units, including clerical, technical aids, professionals in non-healthcare and the supervisory unit have not had anyone certified as their exclusive representative.

After the exclusive representatives were certified, DHRM in conjunction with the Governor's Office, Governor's Finance Office, the Attorney General's Office, and Subject Matter Experts from various agencies started the bargaining process, that has been going on for several months and I will tell you, creating a bargaining agreement from scratch is challenging.

We have, I am happy to report, reached tentative agreements on both economic and non-economic articles with AFSCME, which is a master agreement representing four of the Units and NSLEOA representing category II peace officers that is waiting for ratification of their members and then will go in front of the Board of Examiners.

The economic articles, should they be ratified, will go to the Legislature for review.

We are still working with NPU on category I peace officers and with the BBFFA on firefighters.

**Chairperson Fox:** That's a lot of heavy lifting.

**Peter Long:** It is and kudos to the newly created Labor Relations Unit with a very small staff.

**Chairperson Fox:** I was going to ask if you received additional staffing.

**Peter Long:** We did not receive additional staff in the 2019 Legislature for that unit. We did go to the Interim Finance Committee with a work program to fund out our reserves so we do have a small but powerful unit and when fully staffed, we will have 7 employees to potentially represent a little over 18,000 State employees if they all end up being certified.

**Peter Long:** I would like to let you know, this will be the last Commission meeting that I will be participating in, I will be retiring in May and let all the Commissioners know that it has been a pleasure working with all of you and I appreciate your expertise, your professionalism, and the guidance you have provided me and DHRM over the time you have been serving on the Commission.

The Commissioners wished Mr. Long well and commended him on his tenure as DHRM administrator.

## **XI. 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. There were no public comments.

**Peter Long:** Thanked the Commissioners for their willingness to be accommodating during this time of teleconferencing and non-face-to-face meetings; the Commissioners did a great job handling today's meeting.

**Chairperson Fox:** Thanked Mr. Long and added DHRM always does an extremely good job and is well organized.

## **XII. ADJOURNMENT**

**Chairperson Fox:** Thanked everyone and adjourned the meeting.

**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 Taxation - DHRM Recommendation**

The Department of Taxation has updated their Prohibitions and Penalties previously approved by the Personnel Commission and in effect since December 10, 2010. Prior to the submitted revised version, department employees and employee associations were requested to submit comments and suggestions.

Prohibition #I-1 on page 26 of the meeting materials, contains additional language which was adopted by the Commission this last December. The proposed amended penalty range is consistent with other agencies whose penalty range was approved by the Commission for this prohibition. Otherwise, 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 TAXATION**

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**PROHIBITIONS AND PENALTIES**

**A GUIDE FOR EMPLOYEES OF THE DEPARTMENT OF  
TAXATION**

Approved by the Personnel Commission on



## FORWARD

This Prohibitions and Penalties document is intended as a guide to clarify existing rules and regulations. It is meant as a supplement and does not attempt to cover all possible infractions and violations of the existing rules; however, it does cover the majority of situations that are important to the State of Nevada Department of Taxation (DOT) management. All employees of the DOT will be issued a copy of the "Prohibitions and Penalties" guide.

After receipt of this guide, please sign the "Acknowledgement Form," which is the last page of this guide and return it to the DOT Agency HR Services 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 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 apply to all State employees. All employees of this agency will be issued a copy of the "Prohibitions and Penalties Guide for employees of the Department of Taxation."

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 usually 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 and typically comes from the supervisor responsible for the employee's activities. The oral warning is documented and maintained in the supervisor's file. Oral warnings are not forwarded to the employee's departmental personnel file or the Division of Human Resource Management's Central Records section.

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 with leave without pay that may not exceed 30 calendar days may be warranted. 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 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 cause 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 Taxation 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
<b>A.</b>	<b>Fraud in Securing Appointment</b>						
1	<del>Willful</del> Falsification of application <b>or identity</b> for employment or other personnel records with respect to a material point <b>relating to education and training or employment history and experience</b> , which would have adversely affected selection for appointment.	5					
2	<b>Taking for another person, or</b> permitting another person to take <del>a portion of a State Civil Service examination</del> for the employee, <b>an examination or a portion thereof</b> , except when approved due to disability.	5					
<b>B.</b>	<b>Performance On the Job</b>						
1	Failure of an employee, who is designated as a supervisor <b>and has supervisory authority</b> to <del>fulfill their supervisory responsibilities, including but not limited to taking</del> corrective disciplinary steps where such action is needed. <del>preparing timely reports of performance and accounting for employees' time.</del>	1	2	2	3	4	5
2	Misconduct of supervisor because of prejudice, anger or other unjustifiable reason.	1	4	2	5	4	5
3	Failure of employee to maintain performance standards <b>or personal appearance standards</b> after reasonable period of instruction.	1	3	2	3	4	5
4	Failure to maintain prescribed records <b>or reports</b> .	1	3	2	5	5	
5	<del>Willfully w</del> Withholding or concealing information regarding the job from official records or from supervisors or other persons having necessity for said information.	<del>2</del> 1	5	3	5	5	
<del>6</del>	<del>Negligent failure to disclose information related to job duties from official records or from supervisors or other persons having necessity for said information.</del>	<del>1</del>	<del>3</del>	<del>3</del>	<del>5</del>	<del>5</del>	Commented [DW1]: Incorporated in #B5
<del>7</del> 6	Failure to properly account for state or federal funds where it is a known requirement of the position.	2	5	3	5	5	
<del>8</del>	<del>Negligent destruction of state records.</del>	<del>1</del>	<del>4</del>	<del>3</del>	<del>5</del>	<del>5</del>	Commented [DW2]: Incorporated in #B7
<del>9</del> 7	<del>Willful and unauthorized destruction of state records.</del> <b>Unauthorized and/or willful destruction, removal, concealment, stealing, tampering, mutilation and/or alteration of departmental records, public records, books, paper reports or documents, 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, overtime, compensatory time, or other leave records.</b>	2	5	3	5	5	
<del>10</del> 8	Soliciting or accepting a bribe, <b>or otherwise personally profiting from</b> <del>for</del> 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
<del>11</del> 9	Embezzlement or misappropriation of state <b>and/or Departmental</b> funds <del>or of other funds for personal gain</del> which come into the employee's possession by reason of his/her official position <b>for personal gain.</b>	5					
<del>12</del> 10	Willful falsification of any public record, including time sheets, travel vouchers and/or information in client or agency files, <b>or any public record that involves misuse of state or federal funds.</b>	2	5	5			
<del>13</del> 11	Negligent falsification of any public record, including time sheets, travel vouchers and/or information in client or agency files, <b>or any public record that involves misuse of state or federal funds.</b>	1	4	3	5	5	
<del>14</del>	<del>Willful falsification of any public record that involves misuse of state or federal funds.</del>	<del>2</del>	<del>5</del>	<del>5</del>			
<del>15</del> 12	Unauthorized taking, <b>loaning, selling, giving away, or appropriating</b> <del>or using</del> any property belonging to the state/federal government or other employees <b>or any unauthorized person.</b>	1	5	5			
<del>16</del> 13	Making <b>unauthorized departmental transactions for personal profit</b> <del>from state transactions</del> <b>or that result in excessive costs to the state for the transaction.</b>	2	5	5			
<del>17</del> 14	<b>Disregard or deliberate failure to comply with or enforce statewide, department, or office</b> <del>laws and/or agency policies and</del> regulations <b>and policies, or when required by law, statute or resolution,</b> which directly relates to the employee's work activities.	2	5	5			
15	<b>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 a possession is a job requirement.</b>	<u>2</u>	<u>5</u>	<u>3</u>	<u>5</u>	<u>5</u>	<u>2</u>
<b>C. Neglect of, or Inexcusable Absence from the Job</b>							
1	Negligence in performing official duties including failure to follow instructions or regulations.	1	3	2	5	3	5
2	<b>Carelessness, indifference, laziness and/or inattention to duty that results in reduced productivity.</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>5</b>
<del>2</del> 3	"Loafing" on the job; wasting time; failure to put in a full day's work; <b>consistent failure to demonstrate work activity.</b>	1	3	2	5	3	5
<del>3</del> 4	Failure to notify supervisor promptly when unable to report for work. <b>Notification must occur for each shift unless otherwise prearranged.</b>	1	3	2	5	3	5
45	Failure to report to work at specified times and in the prescribed manner.	1	3	2	5	3	5
<del>5</del> 6	<del>Carrying on</del> <b>Conducting</b> personal business during working hours <b>on state-owned or personal equipment.</b>	1	3	2	5	3	5
<del>6</del> 7	Continual or frequent tardiness.	1	3	2	5	3	5
8	<b>Leaving a work area or a job without authorization or when specifically instructed to remain in work area or at the job.</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>5</b>	<b>4</b>	<b>5</b>

Commented [DW3]: Incorporated in #B10

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
9	<del>Absence from duty without permission or without adequate justification.</del> <b>Unauthorized absence from duty or abuse of leave privileges.</b>	1	3	<del>3</del> 2	5	<del>5</del> 3	<del>5</del> 5
<del>8</del> 10	Willful absence from duty without <b>permission leave</b> after having been denied permission to take such leave.	3	5	5			
<del>9</del>	<del>Use of sick leave for a reason not authorized by NAC 284.554.</del>	<del>2</del> 2	<del>4</del> 4	<del>5</del> 5			
<del>10</del> 11	Failure to <b>report to work or call supervisor call in or report to work</b> for three <del>or more</del> consecutive workdays without permission or justification.	5					
<b>D.</b>	<b>Relations with Clients</b>						
1	<b>Willfully</b> abridging or denying the rights of a client as specified in NRS or agency policy.	2	5	3	5	5	
2	<b>Negligently</b> abridging or denying the rights of a client as specified in NRS or agency policy.	1	4	3	5	5	
3	Borrowing items from a client <b>or a known victim, witness, suspect, defendant, and/or department contact, licensee or grantee</b> , selling to or trading items with a client <b>or a known victim, witness, suspect, defendant, and/or department contact, licensee or grantee</b> , or entering into a transaction with <del>a client</del> <b>such an individual</b> involving the transfer of <del>a client's</del> <b>the individual's money or</b> property for personal use or gain.	<del>2</del> 3	5	<del>3</del> 5	<del>5</del> 5	<del>5</del> 5	
4	Entering into a romantic, <del>or</del> sexual, <b>or inappropriate</b> relationship with any client <b>or a known victim, witness, suspect, defendant, and/or department contact, licensee or grantee</b> of the employee's agency, facility or program when said employee <del>has had, or reasonably may be expected to have, any professional or business contact with the client.</del> <b>is involved in the care, treatment or delivery of service to such individual, or entering into a romantic or sexual relationship with a licensure or grantee and conditioning their licensure on the relationship.</b>	2	5	3	5	5	
5	Using Insulting, intimidating, or abusive language to clients, <b>licensees, or grantees</b> ; neglecting <del>clients</del> , threatening or causing bodily harm to clients, <b>licensees, or grantees</b> .	3	5	5			
6	Having personal or business relationships with program participants, grantees or licensees for the purpose of, or which results in, any <del>departmental</del> program advantages, considerations or benefits to either party, which exceeds normal entitlement.	2	5	3	5	5	
7	Soliciting clients <b>or a known victim, witness, suspect, defendant, and/or department contact, licensee or grantee</b> , and/or agency contacts for the establishment or maintenance of a private professional practice similar to their work activities.	2	5	3	5	5	
<b>E.</b>	<b>Relations with Supervisor, Fellow Employees, and the Public</b>						
1	<b>Insubordination:</b> Refusal to comply with <del>a reasonable and proper</del> order or instruction from a supervisor <b>or superior in employee's chain of command</b> .	2	5	3	5	5	

Commented [DW4]: Incorporated in #C9.

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
2	<del>Any act of violence, unauthorized or unlawful fighting, threatening, stalking, intimidating, or attempting, or doing bodily harm to supervisor, subordinate, the public or fellow employee; or using insulting, intimidating or abusive language or conduct to supervisor, public or fellow employee.</del>	2	5	3	5	5	
3	<b>Using insulting, abusive, intimidating, or profane language to a supervisor, a subordinate, the public or fellow employee.</b>	2	5	3	5	5	
<del>3</del>	Discourteous <b>bullying or disrespectful</b> treatment of the public, <b>supervisor</b> or a fellow employee.	1	5	2	5	3	5
5	<b>Causing discord among employees to the detriment of morale.</b>	1	4	2	5	5	
6	Failure to cooperate <b>in work related projects</b> with other employees and/or supervisors.	1	3	2	5	5	
7	Endangering self, fellow employees, clients or public through <del>negligent</del> <b>careless or willful</b> violation of agency policy as contained in performance standards, <b>safety rules</b> , procedures, and any other federal and state laws, regulations and guidelines.	2	5	3	5	5	
<u>8</u>	<u><b>Endangering self, fellow employees, clients or public through willful violation of agency policy as contained in performance standards, safety rules, procedures, and any other federal and state laws, regulations and guidelines.</b></u>	<u>2</u>	<u>5</u>	<u>3</u>	<u>5</u>	<u>5</u>	
<b>F. Use of Alcohol, Controlled Substance or Drugs</b>							
1	<del>While on duty,</del> Consuming or being under the influence of alcohol, drugs, or <del>any</del> other controlled substances, <b>including misuse of a prescription medication, while on duty – to include lunch and work breaks – unless prescribed by a physician or medical provider, and the supervisor has been notified in writing.</b>	<del>3</del>	5	<del>4</del>	5	5	
2	Convicted of driving under the influence <del>as enumerated in NRS 484.379</del> or any <b>other</b> offense <del>where for which driving under the influence is an element of the offense, and the offense occurred</del> while driving a <del>s</del> State vehicle <del>at any time</del> or a privately-owned vehicle on <del>s</del> State business.	3	5	5			
<del>3</del>	<del>Drinking alcohol or taking any controlled substance during working hours unless in accordance with a prescription issued by a physician, podiatrist or dentist.</del>	<del>2</del>	<del>5</del>	<del>3</del>	<del>5</del>	<del>5</del>	
3	<b>Convicted of violating any State or federal law prohibiting the sale, manufacturing, distribution, dispensing, and/or possession of a controlled substance.</b>	5					
4	Bringing alcohol or controlled substances onto any agency grounds or any buildings occupied by clients (except employee's locked vehicle parked in a parking lot) <b>without proper authorization in accordance with department policy.</b>	3	5	5			

Commented [DW5]: Incorporated in #F1.

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
5	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			
6	Refusal to submit to a screening test for <del>alcohol or drugs any drug and/or alcohol test</del> when the appointing authority has a reasonable belief, based on objective facts, the employee is under the influence of alcohol, and/or a controlled substance while on duty. <del>allowed for by</del> Federal or State law.	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, without prior notification to a Department supervisor - NRS 284.4062.	3	5	4	5	5	
<b>G.</b>	<b>Misuse of State Property</b>						
1	<del>Unauthorized use of state owned or leased equipment. Using State or federally owned or leased property without proper authorization in accordance with department policy.</del>	1	5	3	5	5	
2	Operating State or federal vehicle, or personal vehicle while on Department business, or equipment in an unsafe or negligent manner resulting in damage to the equipment or other property, or injury to a person.	1	5	2	5	5	
43	Operating state vehicles or equipment without proper authorization or credentials.	2	5	5			
54	Negligently leaving state equipment or machinery, which results in damage to the equipment or other property.	1	5	3	5	5	
5	Failure to have State or federal vehicles or equipment properly maintained and/or serviced, pursuant to Motor Pool Standards, resulting in damage to equipment or injury to a person.	1	3	2	5	5	
6	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	5	3	5	5	
7	Releasing a paycheck before the appropriate time.	2	3	3	4	5	
8	Requesting, receiving and cashing a paycheck before the state's designated payday.	2	3	3	4	5	
9	Rendering of services or goods to recipients that is not in accordance with departmental or divisional policies.	2	5	3	5	5	
10	Failure to report an accident involving State equipment or vehicles (state-owned, personal or rental) while on Department premises or Department business assigned to the employee immediately. Requirement to report personal vehicle damage is limited to 3rd party and/or injury involvement.	2	5	3	5	5	
11	Making unauthorized copies such as books, manuals, and computer software in violation of copyright laws or vendor licensing agreement, including but not limited to office Technology Terms of Use Policy.	2	5	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
12	Willful destruction of or damage, waste or loss, to state or federal property, material, or equipment.	2	5	3	5	5	
13	Negligent destruction of or damage, waste or loss of to state or federal property, material, or equipment.	1	3	3	5	5	
<b>H. Misuse of Information Technology</b>							
1	Accessing or communicating data not pertaining to official job duties without authorization.	1	4	2	5	5	
2	Revealing passwords or using another person's user identification and/or password to allow access to confidential information for unauthorized purposes without authorization.	2	4	3	4	5	
3	Installing or using personal or unauthorized software on state information technology resources without proper authorization and approval.	2	4	3	4	5	
4	<del>Making unauthorized copies such as books, manuals and computer software in violation of copyright laws or vendor licensing agreement.</del>	<del>2</del>	<del>5</del>	<del>3</del>	<del>5</del>	<del>5</del>	
54	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	
65	Using state information technology resources to gain access and/or download from the Internet information not pertaining to official job duties without authorization, including, but not Limited to, games, pornography or unauthorized software.	1	4	2	5	5	
76	Knowing and willful sabotage of information technology resources, including but not limited to the introduction of computer viruses, system monitoring devices or devices that can cause damage or limit access to the equipment, <del>operating systems</del> , software or data, or attempting to, or intentionally using email or Internet facilities to disable, impair, overload or disrupt computer or network performance, services or equipment, or to circumvent any system intended to protect privacy or security of another user or the system or to harass other users.	5					
87	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, <del>operating systems</del> , software or data.	1	3	3	5	5	
8	Use that violates copyright laws; software licensing agreements; property rights; the privacy of others; or local, state, or federal laws, including but not limited to office Technology Terms of Use Policy.	1	5	3	5	5	
9	Use that interferes with employee performance or departmental functions to include the downloading and use of entertainment software such as games or other non-work-related materials, or online gambling.	1	5	2	5	5	
<b>I. Other Acts of Misconduct or Incompatibility</b>							

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
1	<del>Unauthorized</del> Bringing onto state property or buildings (leased or owned) any firearm or other implement considered generally construed to be a weapon and not required for the performance of the employee's current job duties, unless authorized or permitted by law, to do so and with prior notification to the appointing authority. <del>unauthorized carrying a gun or weapon at any time while performing state duties.</del>	<del>2</del> 3	5	<del>3</del> 4	5	5	
3	2 Unauthorized or Improper disclosure of confidential information, audit information, or financial files, or theft of sensitive or confidential information or of written material, data, forms, or reports, including Criminal Justice Information System (CJIS) and/or other criminal justice information.	2	5	3	5	5	
4	3 Conviction/violation of any criminal act related to their work activity or conviction/violation of any criminal act involving moral turpitude when it is related to the employee's work activity.	5					
5	4 Accepting or soliciting gifts, service, favor, employment, engagement, or economic opportunity (rewards, fees) from any individual, firm or organization connected with department doing business with the state or Department when the employee is responsible for decisions or making any recommendations or decisions affecting the activities of the individual, firm or organization. Exceptions would be, e.g., advertising samples, normal lunches, etc., which do not exceed \$10 in value. their business activities, or money for service relating to performance of the employee's duties contrary to the rules of the Department and/or laws of the State.	2	5	3	5	5	
5	5 Refusal to undergo a criminal background check when it is required by law, regulation or agency policy.	5					
9	6 Failure to disclose or report an arrest or a criminal conviction when disclosure is required by law, regulation or agency policy.	2	5	3	5	5	
10	<del>Failure to maintain a current occupational license or certification when possession of the occupational license or certification is a requirement of the job.</del>	<del>2</del> 3	<del>5</del>	<del>3</del> 4	<del>5</del>	5	Commented [DW7]: Incorporated in #B15
11	<del>Failure to maintain a valid driver's license when possession of a valid driver's license is a requirement of the job.</del>	<del>2</del> 3	<del>5</del>	<del>3</del> 4	<del>5</del>	5	Commented [DW8]: Incorporated in #G3
12	<del>Driving a state vehicle with an expired or revoked driver's license.</del>	<del>3</del> 4	<del>5</del>	5			Commented [DW9]: Incorporated in #G3
13	7 Misrepresentation of or acting in official capacity or authority without authorization, or not following the proper chain of command by contacting other state administrators, officers, board members or elected officials without first expressing concerns and intended purpose to supervisors, excluding contacts made by	2	5	<del>4</del> 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
	employees under the provisions of NRS 281.611 through 281.671.						
<b>J.</b>	<b>Improper Political Activity</b>						
1	Directly or indirectly soliciting, or be involved 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 during scheduled work hours.	1	5	2	5	5	
2	Engaging in political activity during the hours of employment for the purpose of improving the chance of a political party or individual seeking office, including solicitations, speeches or distribution of campaign literature for or against any political candidate or position, while on-duty or on department property.	1	5	2	5	5	
3	Engaging in political activity for the purpose of securing preference for promotion, transfer or salary advancement during scheduled work hours.	1	5	2	5	5	
<b>K.</b>	<b>Discrimination and Harassment</b>						
1	Discrimination, oppression, or providing favoritism to any person on the basis of race, color, religion, sex, sexual orientation, age, disability, national origin, genetic information, gender identity or expression, ancestry, marital status, or any other protected classes or other violations of Title VI and Title VII of the Civil Rights Act.	2	5	4	5	5	
2	Engaging in sexual harassment as defined in NAC 284, the State Executive Branch Sexual Harassment & Discrimination Policy, or department policy against another employee, a client, or any other person in the workplace; unwelcome solicitation of a personal or sexual relationship while on duty or through use of official capacity.	2	5	4	5	5	

**ACKNOWLEDGMENT FORM**

**DEPARTMENT OF TAXATION 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 Taxation (DOT) employees.

The DOT 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 DOT 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 DOT 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 Taxation Prohibitions and Penalties.

\_\_\_\_\_  
Print Employee Name      Employee Signature      Employee ID      Date

\_\_\_\_\_  
Human Resources Management Representative or Immediate Supervisor      Date

**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.

**Silver State Health Insurance Exchange - DHRM Recommendation**

The State of Nevada Silver State Health Insurance Exchange (SSHIE) is a new agency, therefore the Prohibitions and Penalties before you for approval are newly created. Input was requested from the department employees and the employee associations. Prohibition #H-7 on page 43 of the meeting materials, contains additional language which was adopted by the Commission this last December. The proposed amended penalty range is consistent with other agencies whose penalty range was approved by the Commission for this prohibition. 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**  
**SILVER STATE HEALTH INSURANCE EXCHANGE**

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**PROHIBITIONS AND PENALTIES**

**A GUIDE FOR EMPLOYEES OF THE SILVER STATE  
HEALTH INSURANCE EXCHANGE**

Approved by the Personnel Commission on

## FORWARD

This Prohibitions and Penalties document is intended as a guide to clarify existing statutes and regulations. It is meant as a supplement and does not attempt to cover all possible infractions and violations of the existing rules; however, it does cover the majority of situations that are important to the State of Nevada Silver State Health Insurance Exchange (SSHIE) management. All employees of the SSHIE will be issued a copy of the "Prohibitions and Penalties" guide.

After receipt of this guide, please sign the "Acknowledgement Form," which is the last page of this handbook and return it to the SSHIE's Agency HR Services 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 and describe 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 apply 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. A copy of the oral warning issued in writing is given to the employee and maintained in the supervisor's file with another copy sent to the employee's departmental personnel file.

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 as the Division of Human Resource Management's Central section. Written reprimands must be on the standardized form NPD-52. If the employee refuses to sign the form, the supervisor will state this fact on the NPD-52 form and another supervisor should sign as a witness.
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 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. If the employee refuses to sign the form, the supervisor will state this fact on the NPD-41 form and another supervisor should sign as a witness.
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. If the employee refuses to sign the form, the supervisor will state this fact on the NPD-41 form and another supervisor should sign as a witness.
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 dismissal is maintained in the employee's permanent personnel file held by the Division of Human Resource Management's Central Records section. If the employee refuses to sign the form, the supervisor will state this fact on the NPD-41 form and another supervisor should sign as a witness.

**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.

## Silver State Health Insurance Exchange (SSHIE) 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
<b>A. Fraud in Securing an Appointment</b>							
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 an 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 SSHIE 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 or any other required document.	5					
<b>B. Performance on the Job</b>							
1	Failure of the 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	3	2	5	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	3	5	5	
5	Failure to cooperate in work-related projects with other employees and/or supervisors.	1	3	2	3	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	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 agency 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 employees' time and leave, and maintaining current work performance standards.	2	5	2	5	4	5
8	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

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
9	Unauthorized and willful destruction, removal, concealing, stealing, tampering, mutilation and/or alteration of agency 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, overtime, compensatory time, or other leave records.	2	5	5			
10	Soliciting or accepting a bribe or otherwise personally profiting from activities related to the employee's state employment.	5					
11	Embezzlement or misappropriation of State funds or other funds that come into the employee's possession because of their official position for personal gain.	5					
12	Negligent falsification, falsification or inaccurate preparation of financial records, such as travel, payroll, or purchase vouchers, or their supporting documents, of any public record, time and attendance records including leave requests, travel records, overtime, compensatory time, or any leave record, and/or information in client or agency files: a. Not resulting in personal financial gain; b. Resulting in personal financial gain that is not subsequently reported.	2 3	3 5	4 5	5	5	
13	Negligent failure to properly account for state or federal funds where it is a known requirement of the position.	2	5	3	5	5	
14	Willful concealment of material facts by omission from records in client or agency files.	3	5	5			
15	Theft or misappropriation of property belonging to SSHIE, federal or state government or fellow employees. (a) 0 - \$25; (b) Over \$25	1 3	3 5	4 5	5	5	
16	Unauthorized taking, loaning, selling, giving away or appropriating any property belonging to the state/federal government or other employees, or any unauthorized person. (a) 0 - \$25; (b) over \$25.	1 3	3 5	4 5	5	5	
17	Making unauthorized agency transactions for personal profit.	5					
18	Making unauthorized agency transactions that result in excessive costs to the state for the transaction.	5					
19	Disregard and/or deliberate failure to comply with or enforce statewide, agency, or office regulations and policies or when required by law, statute, or resolution, which directly relate to the employee's work activities.	2	5	5			
20	Unauthorized removal of secure or personal records, correspondence or documents from agency files.	3	5	3	5	5	
21	Failure to maintain a valid driver's license if the job requires the employee to operate a vehicle; if the employee's Class Specification and/or Work Performance	2	5	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
	Standards require a valid driver's license to perform job duties for less than 30 days.						
22	Failure to notify the appointing authority within 5 days of the lapse, suspension, revocation or cancellation of a professional or occupational license or certification when such possession is a job requirement.	2	5	3	5	5	
23	Negligent failure to disclose information related to job duties from official records or from supervisors or other persons having the necessity for the information.	1	3	2	5	5	
24	Willful falsification of any public record that involves the misuse of state or federal funds.	3	5	5			
25	Converting found, recovered or seized property to personal use.	3	5	5			
26	Making personal profit from state transactions or sales.	3	5	5			
27	Failure to handle property or evidence in a manner which preserves the integrity of its use in criminal and/or administrative proceedings: a. Negligently b. Intentionally	2 3	3 5	3 3	4 5	3 5	5
28	Failure to follow agency positions when representing the agency or failure to 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	
29	Failure to wear appropriate clothing consistent with assigned duties.	1	3	2	4	3	5
<b>C. Neglect of, or Inexcusable Absence from the Job</b>							
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	"Loafing" on the job; wasting time; failure to put in a full day's work. Consistent failure to demonstrate work productivity.	1	3	2	5	3	5
4	Failure to report to work at specified times and in the prescribed manner or unauthorized absence from duty.	1	3	2	5	3	5
5	Conducting personal business during working hours.	1	3	3	4	3	5
6	Frequent or continual tardiness.	1	3	2	5	3	5
7	Failure to notify the 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
8	Unauthorized absence from duty or abuse of leave privileges, without adequate justification.	1	3	2	5	3	5
9	Willful absence from duty without leave after having been denied permission to take such leave.	2	5	5			
10	Failure to report to work or call supervisor for three (3) consecutive workdays without permission or justification.	5					
11	Failure to maintain telephone or other method of delivering messages at residence, or failure to notify SSHIE within 24 hours of any change in residence address, or phone number.	1	2	2	3	3	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
12	Repeated extension of designated lunch periods, or rest periods beyond the prescribed 15 minutes in NAC 284.524 without supervisor approval.	1	3	2	3	3	5
<b>D. Relations with Supervisor, Fellow Employees, and the Public</b>							
1	Insubordination: Refusal to comply with order or instruction from a supervisor, or superior in the employee's chain of command.	2	5	3	5	5	
2	Inappropriate gesture or touching.	2	5	5			
3	Using insulting, abusive, intimidating, or profane language to a supervisor, a subordinate, the public, or fellow employee. Discourteous treatment, bullying, or disrespect of the public, supervisor, or a fellow employee.	1	5	2	5	5	
4	Deliberately making false statements to or about a supervisor or fellow employee, or knowingly providing misleading statements to supervisor at any time.	2	5	3	5	5	
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	5	3	5	5	
6	A willful or reckless act to a supervisor, co-worker, or the public in the course of duties; 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, unauthorized or unlawful fighting, threatening, stalking, intimidation, or attempting bodily harm to supervisor, subordinate, the public or fellow employee; verbal threats toward a staff member.	5					
7	Knowingly providing false or misleading statement, either verbally or in written reports or other documents, concerning actions related to the performance of official duties or providing false or misleading statement in response to any question or request for information in any official investigation, interview, hearing or judicial proceeding.	5					
8	Misuse and/or abuse of supervisory authority or privilege.	2	3	3	5	5	
9	Engaging in a romantic/sexual relationship with supervisor or subordinate.	2	3	3	5	5	
10	Engaging in a sexual relationship with any state employee while in the workplace; any on-duty sexual relations including, but not limited to, sexual intercourse, excessive displays of public affection or other sexual contact.	2	3	3	5	5	
11	Failure to work with fellow employees as a team to best reach the goals of the agency and create an environment that promotes group work cohesiveness.	1	2	2	3	3	5
12	Failure to adhere to principles in the SSHIE Mission and values defined on its website that are core to the purpose as a State agency supported by the public and an organization committed to excellence in providing marketplace health insurance.	1	2	2	3	3	5
13	Refusal to comply with reasonable or proper instruction from a supervisor and disobeying or refusing to abide to a	1	3	2	3	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
	statute or regulation.						
14	Failure to conduct oneself in a professional manner while meeting the responsibilities to the public.	2	4	3	5	5	
15	Failure to represent the agency in a professional manner during any court and/or administrative proceeding.	1	2	2	3	4	5
16	Failure to take a complaint from a person in a professional and courteous manner and/or failure to act promptly and judiciously upon receipt of complaint in compliance with agency procedures.	1	2	2	3	3	5
17	The wrongful or unlawful exercise of authority on the part of any employee for malicious purpose, personal gain, willful deceit or any other improper purpose.	3	5	5			
18	Causing discord among employees to the detriment of morale.	1	2	2	3	3	5
<b>E. Use of Alcohol, Controlled Substance, or Drugs</b>							
1	Damaging State property while under the influence of alcohol or controlled substances.	2	5	5			
2	Consuming or being under the influence of alcohol, drugs, or any other controlled substance, including misuse of a prescription medication, while on duty to include lunch and work breaks, unless prescribed by a physician or medical provider.	3	5	5			
3	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 driving a State vehicle or a privately-owned vehicle while on State business.	3	5	5			
4	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	5			
5	Failure to complete any rehabilitation program recommended in the evaluation of an employee who is a mandated referral to an employee assistance program.	5					
6	Convicted of violating any State or Federal law prohibiting the sale or manufacture, distribution, dispensing and/or possession of a controlled substance, unless prescribed by a physician or medical provider.	5					
7	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, unless prescribed by a physician or medical provider.	5					
8	Unlawful manufacture, distribution, dispensing, possession, selling or use of any controlled substance, and/or drug, , on the premises of the workplace or on State business (includes meal or break periods, unless prescribed by a physician or medical provider.	5					
9	Failure to report a conviction of any alcohol or drug-related offense or violating any State or Federal law prohibiting the sale of a controlled substance to the appointing authority	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
	within five (5) working days after the conviction.						
10	Refusal to take any drug and/or alcohol test when there is a reasonable belief an employee is under the influence of drugs or alcohol.	5					
11	Refusal to submit to a screening test for any drug and/or alcohol test mandated by Federal or State law, NAC, or agency policy.	2	5	3	5	5	
12	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.	3	5	4	5	5	
13	Failure to pass any drug and or alcohol test allowed for by Federal or State law that is employer requested or mandated by regulation.	3	5	4	5	5	
14	Bringing alcohol or controlled substances onto any agency grounds or any building occupied by clients (except employee's locked vehicle parked in a parking lot).	3	5	5			
15	Failure to notify a supervisor after consuming any drug, alcohol and/or substance which could interfere with the safe and efficient performance of his duties while conducting official state business.	3	5	5			
16	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.	5					
17	Activity which is incompatible with an employee's conditions of employment established by law or which violates a provision of NAC 284.653.	2	3	3	5	5	
<b>F.</b>	<b>Misuse of Agency or State Property</b>						
1	Using State or federally owned or leased property without proper authorization in accordance with agency policy.	1	5	3	5	5	
2	Operating State or federal vehicle, or personal vehicle while on agency business, or equipment in an unsafe or negligent manner which may include damage to equipment or other property, or injury to person.	1	5	2	5	5	
3	Speeding or committing other traffic violations while driving a State or federally owned vehicle, or personal vehicle while on agency business, or reckless handling of other State equipment, including any action contributing to a preventable traffic collision, or other unsafe or improper driving or actions in the course of or impacting employment.	1	3	2	5	3	5
4	Operating State, federally owned or personal vehicles while on agency business or equipment without a valid or proper license.	3	5	5			
5	Operating State, federally owned or personal vehicles while on agency business, or equipment without proper authorization and/or credentials.	2	5	5			
6	Failure to report a violation of a traffic law when a driver's license is a requirement of the position.	2	3	3	4	3	5
7	Using or authorizing the use of state owned or leased	1	5	2	5	3	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
	property for other than official use, including state-issued credit cards, without permission.						
8	Willfully or Negligently leaving unattended state equipment or machinery, which results in damage to the equipment or other property.	1	5	3	5	5	
9	Releasing a paycheck or pay advice before the appropriate time.	2	3	3	5	5	
10	Requesting, receiving and cashing a paycheck before the state's designated payday.	2	3	3	4	5	
11	Rendering of services or goods to recipients that is outside the scope of NRS 695I or not in accordance with agency policies.	1	5	3	5	5	
12	Refusal to undergo a criminal background check when it is required by law, regulation, or agency policy.	5					
13	Failure to disclose/report a criminal conviction when disclosure is required by law, regulation, or agency policy.	3	5	5			
14	Misplacement of important documents or property.	1	3	3	5	5	
15	Removing State identification decals from vehicles without permission.	1	3	3	5	4	5
16	Personal use of agency/state/federal vehicle.	2	3	3	5	5	
17	Taking a state or federally owned vehicle home at any time (even for a few minutes) without permission.	2	3	3	5	5	
18	Failure to report an accident involving State equipment or vehicles (state-owned, personal, or rental) while on SSHIE premises or SSHIE business assigned to the employee within 24 hours. Requirement to report personal vehicle damage is limited to 3rd party and/or injury involvement.	2	5	3	5	4	5
19	Negligent destruction of or damage, waste, loss, to State or federal material, property or equipment.	1	5	2	5	4	5
20	Willful destruction of or damage, waste, loss, to State or federal material, property or equipment.	2	5	3	5	5	
21	Removing property, equipment, or documents from the workplace unless approved by the appropriate appointing authority.	1	5	2	5	5	
22	The use of any information, photograph, video or other recording obtained or accessed as a result of employment with the agency for personal or financial gain or without the expressed authorization of the agency.	3	5	3	5	5	
23	Making unauthorized copies such as books, manuals, and computer software in violation of copyright laws or vendor licensing agreement, including but not limited to the Office Technology Terms of Use Policy.	1	5	3	5	5	
24	Substantiated employee record of unsafe or improper driving habits or actions in the course of employment.	1	2	2	3	3	5
25	Careless workmanship resulting in spoilage or waste of materials or work of an unacceptable nature as applicable to the nature of the work assigned.	1	2	2	3	3	5
26	Jeopardizing the security of agency property.	1	3	2	5	3	5
27	Stealing or misappropriating any property owned by the state, whether it is located on state property or other such property where state activity is occurring.	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
<b>G. Misuse of Information Technology</b>							
1	Use that interferes with employee performance or agency functions to include the downloading and using entertainment software such as games or other non-work-related materials, or on-line gambling.	1	4	2	5	5	
2	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, including off premises activity with State systems.	5					
3	Use or activity that is illegal, inappropriate, or offensive to fellow employees or the public such as harassment or hate speech to include language that discriminates against others based on 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	
4	Obtaining unauthorized access to another's e-mail or data files or confidential records maintained by the agency.	2	5	3	5	5	
5	Accessing, displaying and/or printing material or images that are sexually explicit, which may or may not serve to create a hostile environment in the workplace.	1	5	3	5	5	
6	Using State or federal information technology resources to gain access, view, and/or download pornography from the internet or upload from other electronic devices, including off premises activity with State systems.	5					
7	Negligent use that violates copyright laws, software licensing agreements, property rights, the privacy of others, or local, State, or Federal laws, including but not limited to the Office Technology Terms of Use Policy.	1	5	3	5	5	
8	Accessing a website that results in a fee being charged to the State for work-related purposes without prior approval.	1	3	3	4	5	
9	Revealing passwords or using another person's user identification or password to access confidential information without authorization.	2	5	3	5	5	
10	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
11	Willful sabotage of information technology resources such as the introduction of computer viruses, system monitoring devices, or any device that can cause damage or limit access to the equipment, software, or data, or attempting to, or intentionally using email or Internet facilities to disable, impair, overload or disrupt computer or network performance, services or equipment, or to circumvent any system intended to protect privacy or security of another user or the system or to harass other users.	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
12	The unauthorized use, or manipulation of, production data or information outside the scope of one's job responsibilities, or for non-business or personal reasons, is strictly prohibited and may be subject to prosecution under NRS 205.481.	3	5	5			
13	Installation or use of computer monitoring devices, spy ware, reader software or devices, unauthorized data collection software or devices, blocking devices, or other hardware, software, servers, devices, or similar that restricts or limits access not specifically approved by the agency.	5					
14	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	3	3	5	5	
15	Installing or using personal or unauthorized software on state information technology resources without proper authorization and approval.	2	4	3	4	5	
16	Completion of any business transaction for self, friends, family members or co-workers which may be inconsistent, incompatible, or a conflict of interest with agency policies.	1	5	2	5	5	
17	Revealing or sharing office access control or alarm combinations or keys with unauthorized persons.	2	5	3	5	5	
18	Use of email or internet system that violates any Federal or State law, or Agency policy.	1	5	2	5	3	5
19	Downloading, sharing, or duplicating confidential data either onto a laptop computer, PDA, CD or any other portable device without proper authorization.	5					
20	Misrepresenting oneself on the Internet as another person without authorization.	3	5	3	5	5	
21	Forge a digital signature using electronic signature, graphic or otherwise, for any unauthorized purpose.	5					
22	Personal use that could slow down, delay, or disrupt computer services such as chain letters, greeting cards, and streaming of radio or TV broadcasts or other audio or video materials, or installing or using personal or unauthorized software on state information technology resources without proper authorization and approval.	1	5	2	5	5	
23	Accessing or communicating data not pertaining to official job duties without authorization.	1	4	2	5	5	
24	Using agency/State information technology resources to access Personal Identifiable Information (PII) information without authorization or for other than official purposes.	5					
25	Malicious and willful alteration, deletion, or other destruction of documents, data, information, or other materials stored on any agency information technology system.	5					
26	Use to inappropriately seek, distribute, obtain copies of, modify, or distribute information, files, or other data that is private, confidential or not open to public inspection.	5					
<b>H.</b>	<b>Other Acts of Misconduct or Incompatibility</b>						

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
1	Creating an atmosphere not conducive to working, is unprofessional, or that disturbs the work environment.	1	2	2	3	3	5
2	Unauthorized or improper disclosure of confidential information, audit information, or financial files, or theft of sensitive or confidential information or of written material (data, forms, or reports, and/or other Exchange sensitive information).	2	5	5			
3	Divulging confidential employer information obtained in the performance of official duties to any person outside the agency except as specified by law or policy or making public any investigation or proposed action or business of the agency to any unauthorized person.	2	5	5			
4	Disgraceful personal conduct which impairs job performance or causes discredit to the institution including, but not limited to, lewd, disorderly and indecent conduct.	2	3	3	5	5	
5	Accepting or soliciting gifts over \$25, service, favor, employment, engagement or economic opportunity rewards, fees from any individual, firm, or organization doing business with the State or SSHIE when the employee is responsible for making any recommendations or decisions affecting their business activities, or money for service relating to performance of the employee's duties contrary to the rules of the agency and/or laws of the State which would tend improperly to influence a reasonable person in the employee's position to depart from the impartial discharge of his or her public duties.	2	5	3	5	5	
6	Misrepresentation of, or acting in official capacity or authority without authorization, or not following the proper chain of command by contacting other state administrators, officers, board members or elected officials without first expressing concerns and intended purpose to supervisors, excluding contacts made by employees under the provisions of NRS 281.611 through 281.671.	2	3	3	4	3	5
7	Bringing onto State property or buildings (leased or owned) any firearm or implement considered to be a weapon and not required for the performance of the employee's current job duties, unless permitted by law to do so and appointing authority receives prior notification.	3	5	4	5	5	
8	Accidental discharge of firearm because of negligence, with <b>or</b> without injury or substantial damage.	2	5	3	5	5	
9	Failure to participate in any investigation of alleged discrimination, including without limitation, an investigation concerning sexual harassment.	3	5	4	5	5	
10	Conviction or violation of any criminal act related to their work activity or conviction/violation of any criminal act involving moral turpitude when it is related to the employee's work.	3	5	5			
11	Refusal to be fingerprinted for required background check.	5					
12	Performing an act in an unofficial capacity which is subject to the control, inspection, review, audit or enforcement by the employee or his agency.	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
13	Disobeying the State of Nevada smoking statutes.	1	2	2	3	3	5
14	Not following proper chain of command by contacting other state administrators, officers, board members or elected officials without first expressing concerns and intended purpose to supervisors, excluding contacts made by employees under the provisions of NRS 281.611.	1	2	2	4	5	
<b>I. Improper Political Activity</b>							
1	Directly or indirectly solicit, or be involved in soliciting or receiving any assessment, subscription, monetary, or non-monetary contribution for a political purpose from anyone who is in the same agency and who is a subordinate of the solicitor during scheduled work hours.	1	3	2	5	3	5
2	Engage in political activity during the hours of employment to improve the chance of a political party or individual seeking office, including solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on-duty or on agency property.	1	3	2	4	3	5
3	Engage in political activity to secure preference for promotion, transfer or salary advancement during scheduled work hours.	1	3	2	3	5	
4	As an employee in an agency administering federally aided programs, engage in political activities at any time, which are forbidden by federal law.	1	3	2	5	3	5
5	Using or promising to use any official authority or influence for the purpose of influencing the vote or political action of any person for any consideration.	2	3	3	4	5	
6	Engaging in any unauthorized political activity/event, except for expressing an opinion, while on duty, while in uniform or at public expense or at a public event.	2	4	3	5	5	
7	Soliciting and/or influencing any employee to engage or not engage in any political activities with direct or indirect use of any threat, intimidation or coercion, including threats of discrimination, reprisal, force or any other adverse consequence including loss of benefit, reward, promotion, advancement or compensation.	3	5	5			
8	Unauthorized solicitations, speeches or distribution of campaign literature for or against any political candidate or position while in any way representing himself/herself as a member of the agency.	2	3	3	5	5	
9	Unauthorized attendance while on-duty at official legislative or political sessions.	1	2	2	3	3	5
<b>J. Discrimination and Harassment</b>							
1	Discrimination, oppression, or providing favoritism to any person on the basis of race, color, religion, sex, sexual orientation, age, disability, national origin, genetic information, gender identity or expression, ancestry, marital status, or any other protected classes or other violations of Title VI and Title VII of the Civil Rights Act.	3	5	4	5	5	
2	Engaging in sexual harassment as defined in NAC 284, the State Executive Branch Sexual Harassment &	3	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
	Discrimination Policy, or agency policy against another employee, client, or any other person in the workplace; or unwelcome solicitation of a personal or sexual relationship while on duty or through use of official capacity.						
3	Creating or endorsing a hostile work environment.	2	5	3	5	5	
4	Making a negative discriminatory remark based on any Federal or State protected status.	2	3	3	4	5	
5	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.	2	5	3	5	5	
6	Retaliation. Taking adverse action against an employee for: 1) complaining about harassment and/or discrimination; 2) for supporting another employee's complaint about harassment and/or discrimination; 3) for disclosing improper governmental action; 4) for filing a grievance or appeal; or exercising any employment right protected under State or Federal law.	2	5	3	5	5	
<b>K.</b>	<b>Safety and Health</b>						
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 or property damage or the reasonable possibility thereof.	2	5	3	5	5	
3	Disregard of safety rules.	2	3	3	4	4	5
4	Failing to report any use of force either as a participant or a witness.	4	5	4	5	5	
5	Knowingly failing to appropriately and timely report any on-the-job or work-related accident or injury including an accident involving State equipment or vehicles assigned to the employee including accident involving State equipment or vehicles assigned to the employee.	1	2	2	3	3	5
6	Endangering self, fellow employees, clients or public through willful or negligent violation of agency or division policy as contained in performance standards, procedures and any other State and federal laws, regulations and guidelines.	2	5	3	5	5	
<b>L.</b>	<b>Relations with Clients</b>						
1	<b>Willfully</b> abridging or denying the rights of clients as specified in NRS or agency policy.	2	5	3	5	5	
2	<b>Negligently</b> abridging or denying the rights of a client as specified in NRS or agency policy.	1	4	3	5	5	
3	Borrowing items from a client, licensee or grantee, selling to or trading items with a client, licensee or grantee, or entering into a transaction with such individual involving the transfer of the individual's property for personal use or gain.	2	5	3	5	5	
4	Entering into a romantic, sexual, or inappropriate relationship with any client of the employee's agency,	2	5	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
	facility, or program when said employee is involved in the care, treatment or delivery of service to such individual, or entering into a romantic or sexual relationship with a licensure or grantee and conditioning their licensure on the relationship.						
5	Having personal or business relationships with program participants, grantees, or licensees for the purpose of, or which results in, any program advantages, considerations or benefits to either party which exceeds normal entitlement.	2	5	3	5	5	
6	Soliciting clients and/or agency contacts for the establishment or maintenance of a private professional practice similar to their work activities and/or while on work duty.	2	5	3	5	5	
7	Any act or omission to act which causes mental or physical injury to a client or which places the client at risk of injury, including but not limited to the failure to: establish or carry out an appropriate plan of treatment for the client; provide the client required health care; provide a safe environment.	3	5	5			
8	Failure to report suspected denial of client rights, client abuse or neglect.	2	5	5			
9	Failure of an employee as mandated by law in their professional or occupational capacity to report child or elder abuse.	3	5	5			
10	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**

**SILVER STATE HEALTH INSURANCE EXCHANGE  
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 Silver State Health Insurance Exchange employees.

The Silver State Health Insurance Exchange’s 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 Silver State Health Insurance Exchange’s 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 Silver State Health Insurance Exchange 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 Silver State Health Insurance Exchange’s Prohibitions and Penalties.

\_\_\_\_\_  
Print Employee Name                      Employee Signature                      Employee ID                      Date

\_\_\_\_\_  
Human Resources Management Representative or Immediate Supervisor                      Date

**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.

**State Public Charter School Association - DHRM Recommendation**

The State Public Charter School Association (SPCSA) has updated their Prohibitions and Penalties previously approved by the Personnel Commission and in effect since May 10, 2013. Prior to the submitted revised version, department employees and employee associations were requested to submit comments and suggestions.

Prohibition #I-5 on page 58 of the meeting materials, contains additional language which was adopted by the Commission this last December. The penalty range for this prohibition is consistent with other agencies. Otherwise, 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**  
**PUBLIC CHARTER SCHOOL AUTHORITY**

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**PROHIBITIONS AND PENALTIES**  
**A GUIDE FOR EMPLOYEES OF THE**  
**STATE PUBLIC CHARTER SCHOOL AUTHORITY**

Approved by the Personnel Commission on

## INTRODUCTION

You are part of a dynamic public service agency, which provides services to other State agencies, State employees and the general public. This document 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 State Public Charter School Authority (SPCSA) has the responsibility to follow the rules of proper conduct and performance vital to carrying out our Agency's mission. While there may be situations you encounter that are unfamiliar or unexpected and which require you to exercise your judgement, it is important to have a clear understanding of the rules that govern your actions in performing your duties.

Although it would be important to address every infraction or violation that could conceivably develop, this manual 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 actions and behaviors, it should provide an excellent guide for supervisors and employees on what is expected in the area of proper conduct.

This Prohibitions and Penalties document is intended to clarify existing statutes and regulations. It is meant as a supplement and does not attempt to cover all possible infractions and violations of the existing rules; however, it does cover the majority of situations that are important to the SPCSA. All employees of the SPCSA will be issued a copy of the "Prohibitions and Penalties" guide. After receipt of this guide, please sign the "Acknowledgement Form", which is the last page of this guide and return it to your 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 and describe 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 apply 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 usually 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 and typically comes from the supervisor responsible for the employee’s activities. The oral warning is documented and maintained in the supervisor’s file. Oral warnings are not forwarded to the employee’s departmental personnel file or the Division of Human Resource Management’s Central Records section.
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 as 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 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 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 actions 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.

## State Public Charter School Authority (SPCSA) 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
<b>A.</b>	<b>Fraud in Securing an Appointment</b>						
1	Falsification of application 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					
<del>2</del>	<del>Taking, for another person, or permitting another person to take for you, an examination or a portion thereof.</del>	<del>5</del>					
<del>3</del> 2	Refusal, upon hire, to sign the Acknowledgement of Receipt of Prohibitions and Penalties.	5					
<del>4</del> 3	Refusal, upon hire, to sign the Acknowledgement of the State Executive Branch Sexual Harassment and Discrimination Policy <b>or any other required document.</b>	5					
<b>B.</b>	<b>Performance on the Job</b>						
1	Failure of employee to maintain proper work performance or personal appearance standards after a reasonable period of instruction.	1	3	2	3	<del>3</del> 4	5
2	Failure to prepare or maintain prescribed records or reports.	1	<del>3</del>	2	<del>3</del>	4	5
3	Willfully 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	<del>3</del>	<del>2</del> 3	5	5	
5	Failure of an employee who is designated as a supervisor and has supervisory authority, to take corrective disciplinary action where such action is needed.	1	2	2	3	4	5
6	Jeopardizing the security of agency property.	<del>1</del> 2	<del>3</del> 5	2	5	<del>3</del> 5	<del>5</del>
7	Unauthorized and willful destruction or alteration of agency records.	2	5	5			
8	Soliciting or accepting a bribe.	5					
9	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					
10	<b>Negligent</b> falsification of financial records, such as travel, payroll, or purchase vouchers, or their supporting documents: a. Not for personal financial gain b. For personal financial gain	1 3	3 5	4 5	5	5	
11	<b>Willful</b> falsification of financial records, such as travel, payroll, or purchase vouchers, or their supporting documents: a. Not for personal financial gain b. For personal financial gain	2 5	5	3 5	5	5	
12	<b>Negligent</b> falsification of time and attendance records including leave requests, overtime, compensatory time or any leave record.	1	2	3	4	5	
13	<b>Willful</b> falsification of time and attendance records including leave requests, overtime, compensatory time or any leave record.	<del>3</del> 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
14	Willful concealment of material facts by omission from records.	2	3	4	5	5	
15	Unauthorized taking or using property belonging to the Federal or State government employees.	1	3	2	5	5	
16	Making unauthorized agency transactions for personal profit.	3	5	5			
17	Disregard and/or deliberate failure to comply with or enforce statewide, agency or offices regulations and policies.	2	5	3	5	4	5
18	Unauthorized removal of secure or personal records, correspondence or documents from agency files.	2	5	3	5	4	5
19	Failure to properly account for State and Federal funds where it is a known requirement of the position.	2	5	3	5	5	
20	Theft of property belonging to Federal and State government or fellow employees.	1	5	5			
21	Failure to follow agency positions when representing the agency of failure to clearly identify that employee's opinion is being expressed and does not represent the position of SPCSA, the Governor or the State Board of Education when participating in an advocacy situation related to education.	1	3	3	5	5	
<b>C.</b>	<b>Neglect of, or Inexcusable Absence from the Job</b>						
1	Negligence in performing official duties including failure to follow instructions or regulations.	1	3	2	5	3	5
2	Carelessness, indifference, and/or inattention to duty that results in reduced productivity.	1	<del>3</del>	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, volunteer duties or work not related to SPCSA during working hours.	1	3	2	<del>4</del> 5	3	5
5	Frequent or continual tardiness.	1	3	2	<del>4</del> 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	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	3	<del>2</del> 3	5	4	5
8	Unauthorized absence from duty or abuse of leave privileges.	1	3	3	5	5	
9	Absence from duty without leave after having been denied permission to take such leave.	<del>2</del> 3	5	5			
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 day's work.	1	3	2	5	3	5
<b>D.</b>	<b>Relations with Clients, Licensees, or Grantees</b>						
1	Willingly abridging or denying the rights of clients, licensees or grantees as specified in NRS or agency policy.	<del>3</del> 2	5	3	5	5	
2	Negligently abridging or denying the rights of clients, licensees or grantees as specified in NRS or Agency policy.	1	4	3	5	5	

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		Min	Max	Min	Max	Min	Max
3	Using insulting, intimidating or abusive language to clients, licensees or grantee; neglecting, threatening or causing bodily harm to clients, licensees or grantees.	3	5	3	5	5	
4	Borrowing items from a client, licensee or grantee, selling to or trading items with a client, licensee or grantee or entering into a transaction with a client, licensee or grantee involving the transfer of the client's, licensee's or grantee's property for personal gain.	2	5	3	5	5	
5	Entering a romantic or sexual relationship with any client of the employee's agency or program when said employee is involved in the delivery of service to the client; or entering a romantic or sexual relationship with a licensee or grantee and conditioning their licensure on the relationship.	3	5	3	5	5	
6	Having personal or business relationships with clients, licensees or grantees for the purpose of or which results in, any program advantages, considerations or benefits to either party which exceeds normal entitlement.	<del>3</del> 2	5	3	5	5	
7	Soliciting clients, licensees, grantees and/or agency contacts for the establishment or maintenance of a private professional practice similar to their work activities.	2	5	3	5	5	
8	<b>Improper disclosure of Personally Identifiable Information (PII) or Protected Health Information (PHI) prohibited by applicable law or regulation.</b>	<b>1</b>	<b>5</b>	<b>2</b>	<b>5</b>	<b>3</b>	<b>5</b>
<b>E. Relations with Supervisor, Fellow Employees, and the Public</b>							
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	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	Discourteous treatment of the public, supervisor or a fellow employee.	1	5	2	5	3	5
6	Deliberately making false statements to or about supervisor.	2	3	3	4	<del>5</del> 4	5
7	Making statements, false or otherwise, intended to demean or disparage supervisor, fellow employees or the public; or intended to dispute the work environment.	2	3	3	4	4	5
8	Failure to cooperate in work related projects with other employees and/or supervisors.	1	3	2	5	5	
9	Creating an atmosphere not conducive to a professional workplace, including creating discord among employees.	1	4	2	5	5	
<b>F. Use of Alcohol, Controlled Substance or Drugs</b>							
1	Consuming or being under the influence of alcohol, drugs or other controlled substance while on duty, to include lunch and work breaks, unless prescribed by a physician and the supervisor has been previously notified in writing.	3	5	<del>5</del> 4	5	5	
2	Convicted of driving under the influence or any other offense for which driving under the influence in an element	5					

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		Min	Max	Min	Max	Min	Max
	of the offense, and the offense occurred while 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	<b>Failure to report a conviction of any alcohol or drug related offense violating any State or Federal law prohibiting the sale of a controlled substance to the appointing authority within five (5) working days after it occurs</b>	5					
45	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					
56	Refusal to submit to a screening test for any drug and/or alcohol test to include those mandated by Federal or State law.	2	5	3	5	5	
67	Unlawful manufacture, distribution, dispensing, or possession of a controlled substance on the premises of the workplace or while on State business.	5					
78	Inability to perform the duties of the position because of being under the influence of an 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 to include those mandated by Federal or State law.	3	5	5			
10	<b>Failure to complete any rehabilitation program recommended in the evaluation of an employee who is referred to an employee assistance program or who is suspended or demoted pursuant to any intoxicated related offense while driving any state vehicle or privately owned vehicle while on State business.</b>	5					
<b>G. Misuse of Agency or State Property</b>							
1	Using State or agency owned or leased property without proper authorization.	1	3	2	5	5	
2	Operating State vehicle or equipment in an unsafe or negligent manner, or that results in injury to a person, damage to the equipment or personal injury.	1	5	2	5	5	
3	Failure to have State vehicles 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 4	5 5	5 5			
5	Failure to report accident involving Sates equipment of vehicles assigned to the employee within 24 hours.	2	5	3	5	4	5
6	Removing property, equipment or documents from workplace unless approved by the appropriate authority.	1	5	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	Rendering of services of goods to recipients that is not in accordance with agency or divisional policies.	1	5	3	5	5	



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		Min	Max	Min	Max	Min	Max
9	Making unauthorized copies such as books, manuals, and computer software in violation of copyright laws or vendor licensing agreements.	1	5	2	5	5	
10	Cashing a paycheck before the State's designated payday.	2	3	3	5	5	
11	All State issued charge cards are to be used for travel purposes according to the guidelines provided in the State Administrative Manual. No personal expenses are permitted to be charged on this card.	3	5	4	5	5	
12	Waste or loss of State material, property or equipment.	1	3	2	5	4	5
13	Negligent destruction of, or damage to, State or Federal property.	1	<del>3</del>	<del>2</del>	5	4	5
14	Willful destruction of, or damage to, State or Federal property.	<del>1</del>	<del>3</del>	<del>2</del>	<del>5</del>	<del>3</del>	<del>5</del>
<b>H. Misuse of Information Technology</b>							
1	Use that interferes with employee performance or agency functions to include 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 agency.	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	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	Revealing passwords or using another person's user identification or password to access confidential information without authorization.	2	<del>4</del>	3	<del>4</del>	5	
8	Personal use that could slow down, delay, or disrupt computer services such as chain letters, 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	
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	Knowing and willful sabotage of information technology resources such as the introduction of computer viruses,	5					

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		Min	Max	Min	Max	Min	Max
	system monitoring devices, or devices that can cause damage or limit access to the equipment, software or data.						
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	
<b>I. Other Acts of Misconduct or Incompatibility</b>							
1	Engaging 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 gifts, service, favor, employment, engagement or economic opportunity from any individual, firm or organization doing business with SPCSA 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 of authority.	2	5	4	5	5	
5	Bringing into State and/or SPCSA owned, leased or occupied buildings any firearms or implement considered to be a weapon, unless permitted by law to do so <a href="#">and appointing authority receives prior notification.</a>	3	5	4	5	5	
6	Unauthorized or improper disclosure of confidential information, <a href="#">including information under FERPA.</a>	<del>2</del> 1	5	<del>3</del> 2	5	<u>3</u>	5
7	Refusal to undergo a criminal background check when it is a requirement of the job by law, regulation or divisional policy.	5					
<b>J. Improper Political Activity</b>							
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 agency and who is a subordinate of the solicitor.	1	5	4	5	5	
2	Engaging in political activity during the hours of employment for the purpose of improving the chance of a political party or individual asking office.	<del>1</del> 2	<del>3</del> 5	<del>2</del> 3	<del>4</del> 5	<del>3</del> 5	<del>5</del>
3	Engaging in political activity for the purpose of securing preference for promotion, transfer or salary advancement.	1	5	2	5	5	
<b>K. Discrimination and Harassment</b>							
1	Engaging in sexual harassment as defined in Federal and State law, the State Executive Branch Sexual Harassment & Discrimination Policy, or SPCSA policy against an employee, an applicant for employment or any other another person in the workplace.	<del>2</del> 3	5	4	5	5	
2	Creating or endorsing a hostile work environment.	2	5	3	5	5	
3	Failure of a supervisor to report instance of sexual harassment or discrimination as defined and required in Federal and State law, the State Executive Branch Sexual Harassment & Discrimination Policy or SPCSA policy.	1	5	3	5	5	

Commented [DW1]: Added language adopted by PC 12/4/20.

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		Min	Max	Min	Max	Min	Max
4	Discrimination based on race, color, religion, sex, sexual orientation, age, disability, national origin, genetic information, gender identity and expression or the violations of the Title VII of the Civil Rights Act, or any other state or federal anti-discrimination laws.	3	5	4	5	5	
<b>L. Safety and Health</b>							
1	Willing 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 careless 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**

**STATE PUBLIC CHARTER SCHOOL AUTHORITY  
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 Public Charter School Authority (SPCSA) employees.

The SPCSA 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 SPCSA 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 SPCSA 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 State Public Charter School Authority Prohibitions and Penalties.

\_\_\_\_\_  
Print Employee Name      Employee Signature      Employee ID      Date

\_\_\_\_\_  
Human Resources Management Representative or  
Immediate Supervisor      Date

Personnel Commission Meeting  
June 25, 2021

**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 MARCH 19, 2021**

(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; MIL - PCN 4006; 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; MIL – PCNS 4007, 4008, 4010, 4011, 4012, 4013, 4014, 4015, 4030; 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; MIL – PCN 4003; 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; MIL – PCN 4029
3.203	FOOD SERVICE COOK/SUPERVISOR II*	BCN - ALL PCNS
3.206	FOOD SERVICE COOK/SUPERVISOR I*	BCN - ALL PCNS; MIL – PCNS 4025, 4026, 4027, 4028
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; MIL - PCN 4016
7.647	PROGRAM OFFICER II*	BCN - PCN P0000505; DPS- PCNS 3743-1022, 4701-0950, 4709-19, 4709- 24, 4709-35, 4709-8003, 4709-8012; MIL - PCNS 4005, 4009, 4017

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, <i>MIL - PCN 4023</i> , 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
<b>10.379</b>	<b>REGISTERED NURSE, BBYCA*</b>	<b>MIL – PCN 4022</b>
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
<b>12.380</b>	<b>CADRE TEAM LEADER*</b>	<b>MIL – PCNS 4031, 4032, 4033, 4034, 4035, 4036, 4037, 4038, 4039, 4040, 4041, 4042, 4043, 4044, 4045, 4046, 4047, 4048, 4049, 4050, 4051, 4052</b>
<b>12.382</b>	<b>CADRE TEAM SUPERVISOR*</b>	<b>MIL – PCNS 4018, 4019, 4020, 4021</b>
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	
U9068	DEPUTY ADMINISTRATOR, NV YOUTH CHALLENGE PROGRAM	MIL – PCN 4002
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 Department of Administration, State Public Works (Public Works) has requested the following positions be added to the classes/positions approved for pre-employment screening for controlled substances for the provided reason(s):

<b>CLASS/ TITLE CODE</b>	<b>TITLE</b>	<b>POSITION CONTROL NUMBER (PCN)</b>	<b>AGENCY’S BASIS FOR REQUEST</b>
9.609	Facility Supervisor II	0202	Position subject to Federal Motor Carrier Safety Administration alcohol and controlled substance testing regulation
9.612	Facility Supervisor I	0119	Position subject to Federal Motor Carrier Safety Administration alcohol and controlled substance testing regulation

Public Works has indicated that the above positions are required to maintain a commercial driver’s license. The United States Department of Transportation, Federal Motor Carrier Safety Administration requires pre-employment drug testing of individuals who operate a commercial motor vehicle and are subject to the requirement of a commercial driver’s license.

A representative of Public Works has been requested to be available during the meeting to answer Commissioners’ questions.



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
[www.hr.nv.gov](http://www.hr.nv.gov)

**Agency HR Services (North)**  
400 W. King Street, Suite 406  
Carson City, Nevada 89703  
Phone: (775) 684-0201 | Fax: (775) 687-1150

**Agency HR Services (South)**  
555 E. Washington Avenue, Suite 1400  
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Phone: (702) 486-2904 | Fax: (702) 486-2925

**MEMORANDUM**

**DATE:** April 22, 2021  
**TO:** Carrie Hughes  
Department of Administration, Division of Human Resource Management  
**FROM:** Genevieve Hudson, Personnel Officer III *G. Hudson*  
Department of Administration, DHRM, Agency HR Services  
**SUBJECT:** Pre-Employment Testing for Controlled substances- item for Personnel Commission Agenda

The Department of Administration, State Public Works Division (Budget Account 1349), respectfully requests that the Positions/Classes Approved for Pre-Employment Controlled Substance Testing be updated to include the following positions in the Facility Supervisor class series.

Class Code	Class Title	PCN
09.612	Facility Supervisor I	0119
09.609	Facility Supervisor II	0202

In the performance of their regular duties, this class series must operate large vehicles and heavy equipment that requires the incumbent to obtain and maintain a Nevada Commercial Driver's License (DCL) as a condition of employment.

This request is being made to ensure compliance with Federal regulations pertaining to the attainment and maintenance of an Alcohol and Controlled Substance-Free Workplace. These requirements are outlined by the U.S. Department of Transportation (DOT), Federal Motor Carrier Safety Administration (FMCSA), under Title 49 CRF Part 382 and Part 40. The U.S. Department of Transportation requires that drivers requiring CDL be subject to the following types of controlled substance screenings: 1. Pre-employment testing, 2. Reasonable suspicion testing, 3. Post-accident testing, 4. Random testing, 5. Return to duty testing and 6. Follow-up testing.

An agency representative will be present at the Personnel Commission meeting to answer any questions.

**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: **June 25, 2021**.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.212	Driver Warehouse Supervisor	30	H	<i>9.212</i>	<i>Driver Warehouse Supervisor</i>	<i>30</i>	<i>H</i>
9.211	Driver Warehouse Worker II	28	H	<i>9.211</i>	<i>Driver Warehouse Worker II</i>	<i>28</i>	<i>H</i>
9.210	Driver Warehouse Worker I	26	H	<i>9.210</i>	<i>Driver Warehouse Worker I</i>	<i>26</i>	<i>H</i>
9.208	Driver Warehouse Worker Trainee	24	H	<i>9.208</i>	<i>Driver Warehouse Worker Trainee</i>	<i>24</i>	<i>H</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 Driver Warehouse Supervisor/Worker series. Incumbents in this class receive and store freight; load transporting vehicles; and deliver and pickup supplies, materials, and equipment.

In consultation with Subject Matter Experts from the Nevada Department of Corrections (NDOC), the Nevada Department of Motor Vehicles (DMV) and the Nevada Department of Agriculture (NDA) and analysts within DHRM, it was determined that the Series Concept be amended to clarify duties and update other types of equipment used.

It is recommended that the class concept for Driver Warehouse Supervisor be revised to include additional responsibilities related to the oversight of orders and/or materials received or disbursed. Within the class concept for Driver Warehouse Worker Trainee, it is recommended that language be added to clarify what is required of incumbents to progress to the next level in the series.

It is recommended that the Special Requirements within the Minimum Qualifications section stipulate the condition for possession of a valid commercial driver’s license and that certification to operate a forklift and/or other equipment may be required of both Driver Warehouse Supervisors and Driver Warehouse Workers.

At the Driver Warehouse Supervisor level, it is recommended that working knowledge of computer systems sufficient to track and manage inventory be added to the Full Performance Knowledge, Skills and Abilities within the Minimum Qualifications section.

Lastly, it is recommended that minor revisions be made to the Minimum Qualifications at the Driver Warehouse Supervisor, Worker II and Worker I levels to maintain consistency with verbiage, formatting and structure.

Throughout the process management and staff within NDOC, DMV, and NDA 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>
<b>DRIVER WAREHOUSE SUPERVISOR</b>	<b>30</b>	<b>H</b>	<b>9.212</b>
<b>DRIVER WAREHOUSE WORKER II</b>	<b>28</b>	<b>H</b>	<b>9.211</b>
<b>DRIVER WAREHOUSE WORKER I</b>	<b>26</b>	<b>H</b>	<b>9.210</b>
<b>DRIVER WAREHOUSE WORKER TRAINEE</b>	<b>24</b>	<b>H</b>	<b>9.208</b>

**SERIES CONCEPT**

Driver Warehouse Workers receive and store freight; load transporting vehicles; deliver and pickup supplies, materials, and equipment.

Receive and store freight consisting of items such as food, office furniture, and office, *maintenance, [and] janitorial, and other* supplies for use by State agencies and commodity food recipients; palletize freight; unload shipments manually or use forklifts or pallet jacks; inspect freight for damage; verify quantity and description agree with the bill of lading; and move freight to a designated area of the warehouse for storage.

Prepare orders and load the delivery vehicle in preparation for shipment to consignee in accordance with established delivery schedules; review orders, pull quantity and type of stock specified, pack or palletize stock, move filled orders to staging area, load delivery vehicle in accordance with the order in which goods will be delivered; *complete data entries into computer system to track and account for inventory received or disbursed; maintain overall inventory of warehouse and process required receiving paperwork.*

Within a local, regional or statewide area, operate various light, medium and heavy duty transporting vehicles to deliver orders and/or pick up materials, supplies, and equipment; unload orders, load and secure items being picked up, and obtain appropriate documentation to verify delivery or receipt of goods.

Ensure transporting vehicles, forklifts and related equipment are maintained in proper working order through periodic visual inspection of the vehicle/equipment; review maintenance records; perform routine service or report service and repair requirements; and arrange for emergency repairs.

Monitor warehouse stock layout and location through visual inspection to ensure easy access, proper rotation of stock, and best utilization of space; relocate stock as necessary and may conduct periodic inventories of stock.

In a correctional setting, 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 implementing security procedures which include securing the work area from unauthorized inmates and accountability for assigned inmates, staff, tools, *[and] equipment, and equipment specifically assigned to and used by inmate crew members.*

Perform related duties as assigned.

\*\*\*\*\*

**CLASS CONCEPTS**

**Driver Warehouse Supervisor:** Under general supervision, the incumbent has full supervisory responsibility for the warehouses managed by the Purchasing Division. *[The] [i]Incumbents supervise lower-level Driver Warehouse Workers to include [evaluates the] performance evaluations, work performance standards,*

<b>DRIVER WAREHOUSE SUPERVISOR</b>	<b>30</b>	<b>H</b>	<b>9.212</b>
<b>DRIVER WAREHOUSE WORKER II</b>	<b>28</b>	<b>H</b>	<b>9.211</b>
<b>DRIVER WAREHOUSE WORKER I</b>	<b>26</b>	<b>H</b>	<b>9.210</b>
<b>DRIVER WAREHOUSE WORKER TRAINEE</b>	<b>24</b>	<b>H</b>	<b>9.208</b>

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### CLASS CONCEPTS (cont'd)

**Driver Warehouse Supervisor:** (cont'd)

*scheduling, work assignment and review, training, and discipline [of subordinate Driver Warehouse Workers]; develop[s] budget information; determine[s] new equipment or repairs needed and prepare[s] specifications; [adjusts schedules and work hours;] [and] assess[es] circumstances for the most efficient use of staff, time and equipment; are responsible for individual and subordinate processing of required paperwork to accurately account for orders received or disbursed; and coordinate receiving paperwork with associated State operations, facilities and institutions to ensure accurate accounting for all materials received and disbursed.*

**Driver Warehouse Worker II:** Under general supervision, incumbents operate tractor-trailer combination vehicles which may include pulling double trailers for regional and statewide delivery and pickup of food, furniture, supplies, equipment and vehicles and perform the range of duties described in the series concept. Incumbents couple and uncouple tractor and trailer(s); inspect equipment systems and components to ensure they are safe and in proper working condition, and load and secure cargo. Combination vehicles are operated in a variety of driving conditions to include adverse weather conditions, mountainous terrain, multi-lane freeways, narrow two-lane roads, residential areas, and heavy urban traffic.

Incumbents at this level are distinguished from those at the lower level of the series based on the complexity of safely loading and operating tractor-trailer combination vehicles under a variety of driving conditions; the specialized knowledge and skills required; and the degree of independence with which they function while transporting freight statewide. This is the advanced journey level in the series.

**Driver Warehouse Worker I:** Under general supervision, incumbents perform the range of duties described in the series concept. Incumbents are assigned to a warehouse which serves as a distribution center for several agencies or a single institutional facility. They may supervise warehouse workers and inmates engaged in activities such as loading and unloading freight and rearranging stock by providing training, work assignment and work review. This is the journey level class in the series.

**Driver Warehouse Worker Trainee:** Under close supervision, incumbents learn to perform the duties described in the series concept and supervise inmates in the warehouse. In addition, incumbents receive training and gain experience required to obtain a Nevada Class B commercial driver's license. *This is the trainee level in the series and incumbents may progress to the next level upon meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.*

\*\*\*\*\*

### MINIMUM QUALIFICATIONS

**SPECIAL REQUIREMENTS:**

- \* Driver Warehouse Workers are required to possess a valid commercial driver's license with appropriate endorsements at the time of appointment and as a condition of continuing employment *if the vehicle to be driven on the job has a gross vehicle weight of 26,000 pounds or more.*
- \* Some positions require double/triple trailer endorsement, hazardous materials endorsement and/or qualifications to drive an over-length combination vehicle.
- \* *Driver Warehouse Supervisors and Workers may require certification to operate a forklift and/or other equipment.*
- \* Driver Warehouse Worker Trainees must obtain a Class B commercial driver's permit within 30 days of appointment as a condition of continuing employment.
- \* Driver Warehouse Worker Trainees must obtain a Class B commercial driver's license within 6 months of appointment as a condition of continuing employment.



<b>DRIVER WAREHOUSE SUPERVISOR</b>	<b>30</b>	<b>H</b>	<b>9.212</b>
<b>DRIVER WAREHOUSE WORKER II</b>	<b>28</b>	<b>H</b>	<b>9.211</b>
<b>DRIVER WAREHOUSE WORKER I</b>	<b>26</b>	<b>H</b>	<b>9.210</b>
<b>DRIVER WAREHOUSE WORKER TRAINEE</b>	<b>24</b>	<b>H</b>	<b>9.208</b>

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### MINIMUM QUALIFICATIONS (cont'd)

#### SPECIAL REQUIREMENTS: (cont'd)

- \* Pursuant to NRS 284.4066, 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.

#### DRIVER WAREHOUSE SUPERVISOR

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and two years of experience in warehouse operations which included responsibility for loading freight, operating forklifts, and operating a Class A commercial motor vehicle to deliver supplies and equipment; **OR** one year of experience as a Driver Warehouse Worker 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):

**Working knowledge of:** laws and regulations pertaining to commercial vehicle operations and the trucking industry; modern trucking methods and procedures. **Ability to:** provide training and work direction; prepare and adjust work schedules based on work[-]load and delivery requirements; assess circumstances for the most efficient use of staff, time and equipment; *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:** supervisory techniques and practices; *computer systems sufficient to track and manage inventory*. **Ability to:** analyze personnel, equipment, operating and travel needs and expenses for budget preparation; coordinate, review and recommend corrective action in storeroom operations; maintain and analyze inventories; prepare budget estimates; evaluate workplace and work methods used by drivers; prepare specifications for needed equipment.

#### DRIVER WAREHOUSE WORKER II

**EDUCATION AND EXPERIENCE:** One year of commercial freight delivery experience which included responsibilities for loading freight and operating a Class A commercial motor vehicle; **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:** the operating procedures and operating characteristics of tractor-trailer combination vehicles; warehouse operations including proper storage and stock rotation. **Ability to:** work independently and follow through on assignments with minimal direction. **Skill in:** driving tractor-trailer combination vehicles for long distances and in a variety of driving conditions; loading and securing freight; performing required equipment maintenance and service; *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 required for Driver Warehouse Supervisor.)*

#### DRIVER WAREHOUSE WORKER I

**EDUCATION AND EXPERIENCE:** One year of experience in warehouse operations which included responsibility for loading freight, operating forklifts and operating single commercial vehicles with a gross vehicle weight of 26,000 pounds or more to deliver supplies and equipment; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirements*)

<b>DRIVER WAREHOUSE SUPERVISOR</b>	<b>30</b>	<b>H</b>	<b>9.212</b>
<b>DRIVER WAREHOUSE WORKER II</b>	<b>28</b>	<b>H</b>	<b>9.211</b>
<b>DRIVER WAREHOUSE WORKER I</b>	<b>26</b>	<b>H</b>	<b>9.210</b>
<b>DRIVER WAREHOUSE WORKER TRAINEE</b>	<b>24</b>	<b>H</b>	<b>9.208</b>

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**MINIMUM QUALIFICATIONS (cont'd)**

**DRIVER WAREHOUSE WORKER I** (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**Ability to:** read warehouse orders, inventory reports and equipment operation and service manuals; perform simple math calculations; document the condition of freight and prepare inventory reports; communicate effectively with co-workers, vendors, and staff from various agencies; lift, push and pull heavy objects frequently; establish and maintain cooperative working relationships with co-workers and other agency personnel; complete assignments within established deadlines; perform repetitive work according to set procedures, sequence, and pace. **Skill in:** driving light, medium and heavy duty transporting vehicles long distances and in a variety of driving conditions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Driver Warehouse Worker II.)*

**DRIVER WAREHOUSE WORKER TRAINEE**

EDUCATION AND EXPERIENCE: One year of experience that included taking inventory and moving and rotating materials or merchandise in a warehouse, stockroom or retail establishment. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**Working knowledge of:** basic English and math skills; operation of a motor vehicle; general vehicle maintenance. **General knowledge of:** defensive driving techniques; traffic laws and regulations; stocking and inventory procedures. **Ability to:** read, write and understand simple written materials; convey information effectively to others; perform routine work according to set procedures; understand and follow directions; read maps.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Driver Warehouse Worker I.)*

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 series.

	<u>9.212</u>	<u>9.211</u>	<u>9.210</u>	<u>9.208</u>
ESTABLISHED:	3/21/97UC	7/1/91P 11/29/90PC	7/1/89P 9/27/88PC	1/24/08UC
REVISED:			7/1/89P 6/9/89-3	
REVISED:			7/1/91P 11/29/90PC	
REVISED:		1/22/93R 5/21/93UC		
REVISED:		11/26/96UC	11/26/96UC	
REVISED:		3/21/97UC	3/21/97UC	
REVISED:	7/14/99R	7/14/99R		
	4/28/00UC	4/28/00UC		
REVISED	6/25/04PC	6/25/04PC	6/25/04PC	

<b>DRIVER WAREHOUSE SUPERVISOR</b>	<b>30</b>	<b>H</b>	<b>9.212</b>
<b>DRIVER WAREHOUSE WORKER II</b>	<b>28</b>	<b>H</b>	<b>9.211</b>
<b>DRIVER WAREHOUSE WORKER I</b>	<b>26</b>	<b>H</b>	<b>9.210</b>
<b>DRIVER WAREHOUSE WORKER TRAINEE</b>	<b>24</b>	<b>H</b>	<b>9.208</b>

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	<u>9.212</u>	<u>9.211</u>	<u>9.210</u>	<u>9.208</u>
<i>REVISED</i>	<i>6/25/21PC</i>	<i>6/25/21PC</i>	<i>6/25/21PC</i>	<i>6/25/21PC</i>

**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: **June 25, 2021**.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.465	Craft Worker-in-Training IV	29	H	<i>9.465</i>	<i>Craft Worker-in-Training IV</i>	<i>29</i>	<i>H</i>
9.466	Craft Worker-in-Training III	28	H	<i>9.466</i>	<i>Craft Worker-in-Training III</i>	<i>28</i>	<i>H</i>
9.467	Craft Worker-in-Training II	27	H	<i>9.467</i>	<i>Craft Worker-in-Training II</i>	<i>27</i>	<i>H</i>
9.468	Craft Worker-in-Training I	25	H	<i>9.468</i>	<i>Craft Worker-in-Training I</i>	<i>25</i>	<i>H</i>

**EXPLANATION OF CHANGE**

The Nevada Department of Administration, Division of Human Resource Management (DHRM), conducted a class specification maintenance review for the Craft Worker-in-Training series.

In coordination with Subject Matter Experts from the Nevada System of Higher Education (NSHE), it is recommended that revisions be made to the class title of option D, the Series and Class concepts, and the Minimum Qualifications to update occupational language, clarify respective duties, reflect current methods and practices being used, and to maintain consistency with verbiage, formatting, and structure.

Craft Workers-in-Training: serve a four-year period of time in a training status; successfully complete required job related courses by attending college courses or manufacturer’s demonstrations, seminars, and equipment displays; are supervised on any job relating to the trade by a journey level craft worker; study the practical applications of the option during the required four-year training period; are tested periodically to gauge the trainee’s progress; are examined by the line supervisor and a supervisor of another craft on the completion of each year of the four-year training period; perform the work of the trade and other pertinent duties as assigned by the supervisor; respect the property of the employer and abide by the working rules and regulations of the agency and State personnel policies; and develop safe working habits to ensure the safety of the employee and fellow workers.

Throughout the process, management, and staff within 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 specifications 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>
CRAFT WORKER-IN-TRAINING IV	29	H	9.465
CRAFT WORKER-IN-TRAINING III	28	H	9.466
CRAFT WORKER-IN-TRAINING II	27	H	9.467
CRAFT WORKER-IN-TRAINING I	25	H	9.468
<b>OPTIONS FOR ALL LEVELS IN THE SERIES:</b>			
A. PAINTER			
B. PLUMBER			
C. WELDER			
D. <del>AIR-CONDITIONING/REFRIGERATION</del> (HVACR) SPECIALIST			
E. HEAT PLANT SPECIALIST			
F. CARPENTER			
G. ELECTRICIAN			
H. LOCKSMITH			

**SERIES CONCEPT**

Craft Workers-in-Training: 1) serve a four-year period of time in a training status; 2) successfully complete required job related courses by attending college courses or manufacturer's demonstrations, seminars, and equipment displays; 3) are supervised on any job relating to the trade by a journey level craft worker; 4) study the practical applications of the option during the required four-year training period; 5) are tested periodically to gauge the trainee's progress; 6) are examined by the line supervisor and a supervisor of another craft on the completion of each year of the four-year training period; 7) perform the work of the trade and other pertinent duties as assigned by the supervisor; 8) respect the property of the employer and abide by the working rules and regulations of the agency and State personnel policies; and 9) develop safe working habits to ensure the safety of the employee and fellow workers.

Perform related duties as assigned.

\*\*\*\*\*

**CLASS CONCEPTS**

**Craft Worker-in-Training IV**

**Option A - Painter:** Incumbents analyze the requirements for a given job and carry out all aspects of the work involved in a near journey level manner. ~~They~~ *Incumbents* become proficient in the finish, sealing, and varnish of hard woods, railings, furniture, and related items; with the aid of manufacturer's instructions and supervision, learn metal painting, surface preparation, compatibility to paints, and methods of application; become proficient in applying special wall coverings such as vinyl, paper, and burlap, preparing specialized surfaces, and applying the proper material on surfaces and in areas such as swimming pools, flumes, high humidity areas, and laboratories. ~~They~~ *Incumbents* also become familiar with the purchasing procedures of the agency, proper use of the limited purchase order book, its limits, and use of purchase order numbers for large purchases as issued by the agency.

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### CLASS CONCEPTS (cont'd)

#### Craft Worker-in-Training IV (cont'd)

**Option B - Plumber:** Incumbents become proficient in the service, repair, and care of plumbing equipment, cleaning procedures, replacing lines, and performing emergency repair requiring remodeling and the replacement of equipment. [They] *Incumbents* learn to troubleshoot, service, and repair controls for systems and components such as heating systems, basic electricity, line voltage, low voltage, instruments, pilot generator, thermostats, line control aquastats, flues, and vents; learn procedures related to the installation of transit pipe including cutting, beveling assembly, glass pipe, cutting bead rolling, quick bead couplings, hangers, and supports. [They] *Incumbents* also become familiar with various types of plastic pipe including *polyvinyl chloride* (PVC), polypropylene, and polyethylene and the solvents, equipment, and tools used in installation.

**Option C - Welder:** Incumbents continue to develop skills in the metal fabrication field and accomplish jobs with minimal supervision. [They] *Incumbents* lay out and fabricate metal work such as handrail and piping systems[5] and cut and grind fitted joints according to plans; learn the basic operation of the metal lathe and operate the machine when assigned by the supervisor; learn the principles and operation of heliarc welding and perform jobs using this process as assigned by the supervisor. Incumbents must satisfactorily pass any examination given for journey level rating and certification.

**Option D – [~~Air Conditioning/Refrigeration~~] *Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR) Specialist:*** In addition to fulfilling the craft obligations to the required level of skills, the following responsibilities are added: heat pump, servicing, and installation; heating and air conditioning application and systems; humidifying and dehumidifying; heating and air conditioning, cleaning, controls, instruments, and heating and cooling loads; the study of psychrometrics; special heating and air conditioning applications; technical characteristics; blueprint and schematic reading; water treatments, heating, and cooling; practical applications of fans and blowers; vacuum pumps, applications, and repair; and preventive maintenance programs. While the bulk of these are learned on the job, specific instruction is also provided by the supervisor.

**Option E - Heat Plant Specialist:** Incumbents learn to test heating water samples to determine requirements for water treatment chemicals; learn to install, adjust, and calibrate heating-cooling thermostats; install pump seals and bearings; take voltage and current readings on electric motors using appropriate test instruments; and service, adjust, and calibrate heating and domestic water temperature controls. [They] *Incumbents* also service, adjust, and maintain water distilling equipment; overhaul and adjust oil burners, fuel pumps, and ignition transformers and exercise judgment in making repairs. [They] *Incumbents* also successfully complete such available job-related courses of study as required by the supervisor.

**Option F - Carpenter:** Incumbents continue to develop skills in the carpentry trade while accomplishing jobs with minimum supervision; work from plans and work orders; and perform jobs assigned by the supervisor. [They] *Incumbents* become acquainted with the purchasing system established for small purchasing at the agency and keep accurate records of labor performed and material costs on work orders. The experience and training gained in the four years should adequately train the apprentice to satisfactorily pass the examination for journey level carpenter.

**Option G - Electrician:** Incumbents continue to develop skills in the electrical trade while accomplishing work assignments with minimum supervision. This phase of structured training and on-the-job work experience expands on earlier training in tools and material applications, electrical safety, and diagram reading. Emphasis is placed on advanced electrical principles required for special systems such as fire/burglar alarms, communication systems, energy-management systems, transformer connections, advanced meter

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## CLASS CONCEPTS (cont'd)

### Craft Worker-in-Training IV (cont'd)

#### **Option G - Electrician:** (cont'd)

applications, high voltage fundamentals, and unique wiring characteristics for special occupancies and equipment such as health care facilities and swimming pools.

**Option H – Locksmith:** Incumbents learn to maintain and repair locks, door closers, door and alarm sensors, and associated door hardware; inspect, clean, adjust, and lubricate parts and mechanisms; repair or replace worn or damaged devices and door hardware to maintain properly working locking systems. [They] *Incumbents* become proficient in re-keying and pinning locks[;] and developing and maintaining master systems and computer records pertaining to lock and security systems. [They] *Incumbents* also learn to develop specifications for construction and remodeling jobs and order required materials that are in compliance with the Americans with Disabilities Act, building codes, and other requirements.

### Craft Worker-in-Training III

**Option A - Painter:** Incumbents operate striping machines used by the agency; learn to clean and adjust the spray gun and become familiar with working pressures, how to make adjustments, and proper care and cleaning of equipment; understand plans and specifications; calculate square footage of surfaces and estimate materials for jobs; and use airless spray equipment. [They] *Incumbents* learn operation of equipment as well as the methods of cleaning, field breakdown and repair, disassembly, and replacement of packing and seals. [They] *Incumbents* also reassemble and adjust equipment for proper operation. [They] *Incumbents* use color schedules as provided to mix paints which include applying knowledge of manufacturer's symbols to ensure correct amounts when mixing colors.

**Option B - Plumber:** Incumbents learn the principles and elements considered in system design including pipe sizing, water pressure, friction loss, code requirements for back flow preventors, vacuum breakers, specific gravity, siphons, and water hammer. [They] *Incumbents* become familiar with the mechanics of gases, evaporation of liquids, and corrosion; become proficient in rigging [and]; learn safety procedures and proper methods of handling supplies and equipment such as ropes, cable, and hoisting equipment; and learn to use lead for forming and fitting flashings, shower pans, burning, and soldering.

**Option C - Welder:** Incumbents perform welding and metal fabrication jobs using initiative and knowledge to solve problems whenever possible; understand the work order system and keep accurate records of time and materials. [They] *Incumbents* may perform small jobs such as sign work and equipment repairs. [They] *Incumbents* also grind, level, and fit corrections for welding, brazing, or soldering.

**Option D - [Air Conditioning/Refrigeration] HVACR Specialist:** Incumbents familiarize themselves with basic refrigeration and air conditioning systems; laboratory systems; commercial systems applications, installations, and servicing; heat loads and piping; absorption systems, principles, practical applications, and servicing; pneumatic and electronic control systems[;] installation and servicing[; ~~electronic control systems; installation and servicing~~]; special refrigeration devices and applications; and fundamentals of heat pumps.

**Option E - Heat Plant Specialist:** Incumbents learn to troubleshoot, clean, and adjust oil and gas burners; install and service furnace blowers, fans, and limit switches; and service boiler safety controls and feed water controls.

**Option F - Carpenter:** Incumbents perform jobs in the carpentry trade using initiative and knowledge to solve problems and organize jobs to which assigned. [They] *Incumbents* perform small remodel jobs, service, and maintenance work orders independently and assist in fabricating cabinets and bookshelves. [They]

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## CLASS CONCEPTS (cont'd)

### Craft Worker-in-Training III (cont'd)

#### **Option F - Carpenter:** (cont'd)

**Incumbents** become proficient in the safe and proper use of power tools used in shop work and learn about carpentry related items that may be assigned to the carpenter shop for repair or installation such as installation of reflected ceilings, floor finish, tilework, roof installation and repair, placing of concrete, setting screeds [and], forms, and finish work.

**Option G – Electrician:** Incumbents apply training in lighting and electrical motor fundamentals to work assignments. This stage of the electrician internship program emphasizes *alternating currents (AC)* and *direct currents (DC)* motor principles for single phase and polyphase motors. Training and on-the-job applications in motor circuits include wiring sizing, overload protection, motor connections, and overcurrent protection. [They] **Incumbents** also acquire working knowledge of the general requirements for commercial wiring which provides the trainee with the ability to work with specifications and blueprints to determine the steps in a comprehensive electrical project.

**Option H – Locksmith:** Incumbents assist with installation of locksets including bored cylinder, electronic, magnetic, and push-button combination locks, panic exit devices, padlocks, cabinet, and desk locks, and continue training in pinning cylinders. Incumbents learn lockout procedures in order to assist faculty and staff with rooms, safes, vehicles, and equipment lockout.

### Craft Worker-in-Training II

**Option A - Painter:** Incumbents learn specifications and formulas for paint, codes, fire hazards, and safety requirements; and formulas used to estimate and calculate the amount of material required for a given job. [They] **Incumbents** also learn to safely set up and use ladders and scaffolding; understand terms of the trade such as pot life, open or closed containers, water base, oil base, synthetic base, epoxy, airless spray, conventional pot pressure spray, the names of various brushes and rollers, motorized and swinging scaffolding, ladders, and planks, and other items relevant to the painting trade.

**Option B - Plumber:** Incumbents learn skills in understanding plans, such as plot plans, floor plans, isometrics, symbols, specifications, and diagrams; application of plumbing to both wood and concrete construction; interpretation of codes related to waste, sanitary sewers, gas, and water; calculating 22-1/2°, 45°, 60°, and 72° offsets; volume and area of pipes and containers; proper water treatment practices; water mains and services; installing cross connections, pumps, and lifts.

**Option C - Welder:** Incumbents become familiar with terms for the different metal shapes, capabilities, and adaptation; different ferrous and non-ferrous metals used in the trade; and learn the working and welding characteristics of each. Incumbents become familiar with sheet metal equipment and under supervision perform simple forming, shaping, joining, and installation of sheet metal work; and learn to recognize thickness and how to use a metal gauge when necessary. [They] **Incumbents** also learn the limits of the machinery such as the shear and brake, exercise care in the use of equipment while observing safety precautions; carry out simple repair jobs or installations as assigned.

**Option D - [Air-Conditioning/Refrigeration] HVACR Specialist:** Incumbents use skills learned in the first year to perform installation and repairs on agency systems and learn practical applications of the following craft areas: refrigeration and air conditioning; electricity; electric motors; electric controls and circuits; schematics; pneumatic controls; refrigerants; tools and materials for welding, soldering, and brazing.



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## CLASS CONCEPTS (cont'd)

### Craft Worker-in-Training II (cont'd)

**Option E - Heat Plant Specialist:** Incumbents learn to overhaul high temperature water generators, boilers, and domestic water tanks for insurance inspection; clean and service oil burners; maintain and service water pumps; service and blow down low pressure boiler controls; clean water sides and fire sides of low pressure water and steam boilers; service oil and gas fixed hot air furnaces and controls; service and repair hot water pumps, condensate return pumps, receivers, and steam traps; service and install power activated convector and radiator valves; learn the different types and uses of pipes and the techniques of pipefitting.

**Option F - Carpenter:** Incumbents become familiar with the lay terms used in construction work, framing walls, and joist placement; all areas of rough carpentry performed in light construction [and], remodeling, and the various types of lumber used in the trade. [They] *Incumbents* learn to identify the different types of finished lumber and the grade and allowable uses of the different grades in construction. Incumbents also become familiar with the hardware used in rough carpentry including hardware used in framing, roofing, concrete placing, and the National Building Code as it pertains to structural strengths of different building materials in order to understand spacing and spans of wood materials used in framing of walls, joists, and rafters. [They] *Incumbents* work with a journey level carpenter on door and window installation and repair and become familiar with the different types and styles of locksets and multiple keying systems; perform simple repair jobs and installations as assigned.

**Option G - Electrician:** Incumbents learn to read and understand blueprints and construction drawings, gain experience working with [~~alternating currents~~-(AC)], and develop a working familiarity with the characteristics of induction, electrical instruments, meters, fuses, and circuit breakers. [Particular e]Emphasis is placed on underground ducting, the installation of wire ways and surface raceways, general wiring requirements, and the identification, application, and installation of wires, cords, and cables.

**Option H - Locksmith:** Incumbents learn to access computer records pertaining to the master key system; process key request forms and related documentation. [They] *Incumbents* learn the fundamentals of pinning lock cylinders and to read and understand blueprints and floor plan information related to hardware installations and re-keying.

### Craft Worker-in-Training I

**Option A - Painter:** Incumbents develop skills in the following procedures and methods of paint application and related work: care and protection of areas where work is being done; proper use of drop cloths and other protective coverings; maintaining a clean work site and proper cleanup at job completion; surface preparation and paint application with regular tools of the trade such as roller and brush; care and maintenance of tools and equipment; care and storage of paint materials; nomenclature of paint including oil base, synthetic base, lacquers, varnish, and stains; basic composition of these paints and the commonly used thinner for each. Incumbents also assist in performing sheet rock finishing, taping, filling [and], sanding, patching, and plastering of masonry surfaces.

**Option B - Plumber:** Incumbents learn basic plumbing procedures such as: safe work practices; nomenclature of pipe and fittings, such as cast iron pipe (hub type and no hub), screw pipe, copper pipe, and plastic pipe; measuring pipe (allowances); hand tools including wrenches, cutting tools, reamers, stock and dies, caulking tools, soldering equipment, and power tools; job projects including storm drains, soil pipe waste and vent, traps, gas and water fixture rough in, sprinkler systems, fixture and valve installation and repairs, pipe supports, bracket supports, bracket inserts, and hangers.

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CLASS CONCEPTS (cont'd)

Craft Worker-in-Training I (cont'd)

**Option C - Welder:** Incumbents learn mathematics involved in layout and design of fabrication from plans or sketches; develop skills in the handling and care of the tools and equipment of the trade; learn safety regulations and develop safe working habits; become familiar with and learn to properly use all hand tools of the trade and with proper instruction begin operating power tools such as bank saws, grinders, drill press, cut off saw, and metal shear; learn basic fundamentals and use of the welding equipment, oxygen acetylene torch and the electric arc welder, and low heat torches used for soldering.

**Option D - ~~[Air Conditioning/Refrigeration]~~ HVACR Specialist:** Incumbents learn various facility installations and operation of thermostats, start-stop pumps, motors, fans, and blowers; become familiar with typical problems and participate in the repair and installation of systems; learn fundamentals of refrigeration, air conditioning, heating, electricity, electric motors, controls and circuits, schematic reading, pneumatic controls, refrigerants, tools and materials, welding, soldering and brazing, and safety.

**Option E - Heat Plant Specialist:** Incumbents learn to operate high temperature water generators, combustion controls, generator pumps, system pumps, and pump controls; keep hourly logs of central heat plant operating conditions as defined in the daily operating log; learn the principles of fluid flow, fuel-air ratio, and heat transfer; temperature-pressure relationships in hot water and steam heating systems; learn the operation of the computerized building management equipment located in the central heat plant control room; maintain clean, safe conditions in work areas.

**Option F - Carpenter:** Incumbents learn mathematics involved in layout and design of work by working from simple plans for construction. ~~[They]~~ *Incumbents* develop skills in the handling, care, and operation of tools of the trade such as power saws, drill press, band saws, rip saws, cut off saws, power drills, and power actuated stud guns; learn safety regulations and develop safe working habits. ~~[They]~~ *Incumbents* also assist in roof patching, cement finishing and perform labor such as rough grading, finish grading, placing concrete, and cleanup.

**Option G - Electrician:** Incumbents learn electrical theory and perform electrician work by successfully completing training on the National Electrical Code, general electrical safety, tools of the trade, electrical theory, and trade mathematics. Coursework and on-the-job training address a number of basic electrical relationships concerning ~~[direct current-(DC)]~~ series and parallel circuits. Training and work experience provide[s] a working familiarity with conduits, outlet and service boxes, connectors, conduit bending, insulation, and pulling wire.

**Option H - Locksmith:** Incumbents learn the process involved in identifying and making keys utilizing hard and soft copy records and codebooks. ~~[They]~~ *Incumbents* develop skill in the safe and proper use of key and stamping machines and hand tools and enter information in computer records.

\*\*\*\*\*

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- \* 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.

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### MINIMUM QUALIFICATIONS (cont'd)

#### INFORMATIONAL NOTE:

- \* The Craft Worker-In-Training Program requires that incumbents ~~[spend one year at each level during which they]~~ receive specialized training ~~[, and]~~ *within set time frames.* [p] Progression to the next level in the series may only occur upon completion of training and with the recommendation of the appointing authority. Failure to complete the training within the specified time frame will result in termination from the program unless there are extenuating circumstances which will be reviewed by the appointing authority.

#### CRAFT WORKER-IN-TRAINING IV

##### ALL OPTIONS

EDUCATION AND EXPERIENCE: Completion of one year of service as a Craft Worker-in-Training III and successful completion of the prescribed instructional assignments; **OR** an equivalent combination of education and experience *as described above.* (See *Special Requirement and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**Working knowledge of:** *applicable* code and safety requirements[-]; *types, characteristics, and uses of materials used in the trade.* **General knowledge of:** State and agency purchasing regulations and procedures. **Ability to:** *perform non-complex repair and maintenance work;* work independently and follow through on assignments with minimal direction; *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:** standard practices, methods, materials, tools, and equipment used in the trade. **General knowledge of:** agency policies and procedures pertinent to work unit operations. **Skill in:** *diagnosing and correcting defects; performing a variety of skilled work processes in the trade.* **Ability to:** estimate the materials and time required to complete projects. [~~Skill in: diagnosing and correcting defects; performing a variety of skilled work processes in the trade.~~]

#### CRAFT WORKER-IN-TRAINING III

##### ALL OPTIONS

EDUCATION AND EXPERIENCE: Completion of one year of service as a Craft Worker-in-Training II and successful completion of the prescribed instructional assignments; **OR** an equivalent combination of education and experience *as described above.* (See *Special Requirement and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**Working knowledge of:** terminology used in the trade[-]; *safe working procedures; proper use, storage, and disposal of hazardous materials.* **General knowledge of:** *applicable code and safety requirements; types, characteristics, and uses of materials used in the trade.* **Skill in:** *performing basic maintenance and repair work in the assigned trade; operating and maintaining tools and equipment used in the trade.* **Ability to:** read and interpret blueprints, plans, specifications[;] and schematics relevant to the trade[-]; *perform mathematical calculations pertinent to the trade* [-~~Skill in: operating and maintaining tools and equipment used in the trade;~~]; *and all knowledge, skills, and abilities required at the lower levels.*

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### MINIMUM QUALIFICATIONS (cont'd)

#### CRAFT WORKER-IN-TRAINING III (cont'd)

##### ALL OPTIONS (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

~~[Working knowledge of: types, characteristics, and uses of materials used in the trade. Skill in: performing non-complex repair and maintenance work independently.]~~ *(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Craft Worker-in-Training IV.)*

#### CRAFT WORKER-IN-TRAINING II

##### ALL OPTIONS

EDUCATION AND EXPERIENCE: Completion of one year of service as a Craft Worker-in-Training I and successful completion of the prescribed instructional assignments; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirement and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**General knowledge of:** *basic principles of the assigned trade*; systems, components, and methods relevant to the trade; terminology used in the trade; *safe working procedures and the proper use, storage, and disposal of hazardous materials*. **Ability to:** *establish and maintain cooperative working relationships with co-workers and agency staff*; 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: safe working procedures and the proper use, storage, and disposal of hazardous materials. General knowledge of: code and safety requirements; types, characteristics, and uses of materials used in the trade. Ability to: perform mathematical calculations pertinent to the trade. Skill in: performing basic maintenance and repair work in the assigned trade.]~~ *(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Craft Worker-in-Training III.)*

#### CRAFT WORKER-IN-TRAINING I

##### ALL OPTIONS

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and completion of a three-credit postsecondary course in a vocational or mechanical field related to the trade; **OR** graduation from high school or equivalent education and one year of semi-skilled experience in the general mechanical or construction fields that demonstrate an ability and dexterity to operate tools and equipment; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirement and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**Ability to:** learn the principles and techniques of the trade; learn proper use and care of hand tools and mechanical equipment utilized in the trade; follow oral and written directions; maintain records and reports; ~~[write sufficient to]~~ prepare *written* repair orders ~~[, requisition supplies, and]~~; document the condition of buildings and equipment; *requisition supplies*; read and understand repair orders, service manuals, and operating system manuals; communicate effectively with co-workers; safely lift materials and equipment used in the trade; work on ladders and scaffolding and in confined building access areas if required by the trade.

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MINIMUM QUALIFICATIONS (cont'd)

CRAFT WORKER-IN-TRAINING I (cont'd)

ALL OPTIONS (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

~~[General knowledge of: basic principles of the assigned trade; safe working procedures and the proper use, storage and disposal of hazardous materials. Ability to: establish and maintain cooperative working relationships with co-workers and agency staff.]~~ *(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Craft Worker-in-Training 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.

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