

REASSIGNMENT

This fact sheet will provide you with information on the State's reassignment process, see Nevada Administrative Code (NAC) 284.405.

"Before considering reassignment as a reasonable accommodation, employers should first consider those accommodations that would enable an employee to remain in his/her current position. Reassignment is the reasonable accommodation of last resort and is required only after it has been determined that: (1) there are no effective accommodations that will enable the employee to perform the essential functions of his/her current position, or (2) all other reasonable accommodations would impose an undue hardship." (Enforcement Guidance: Reasonable Accommodation and Undue Hardship Under the Americans with Disabilities Act, Equal Employment Opportunity Commission, <https://www.eeoc.gov/policy/docs/accommodation.html>)

You have been given this fact sheet because your agency has begun looking for an open, equivalent (i.e., same pay grade) position within your agency for which you meet the minimum qualifications. If a position is identified, you will be offered a reassignment to the position if you can perform the essential functions of the position with or without reasonable accommodation and it will not cause an undue hardship to your agency.

Your agency is not required to offer you promotional (i.e., above your current pay grade) positions as part of the reassignment process. However, you may apply for promotional positions during the reassignment process through the usual recruitment process.

If your agency does not have an open, equivalent position within your agency, your agency may request the Department of Administration, Division of Human Resource Management's (DHRM) assistance in looking for open positions at the same pay grade and, potentially, lower pay grades in other agencies.

CAUTION

You will no longer be eligible for reassignment, if you:

- Accept a reassignment at or below your current pay grade;
- Accept a position through a competitive or noncompetitive appointment;
- Notify your agency in writing that you do not want to be reassigned;
- Have not been reassigned at the end of the reassignment process as outlined in NAC 284.405;
- Refuse a position within your geographical location* at or below your current position's pay grade; or
- Are reemployed as outlined in NAC 284.6014.

* "Geographical location" means:

- (a) Clark, Lincoln, Nye and Esmeralda Counties;
- (b) Carson City, Lyon, Churchill, Storey, Douglas, Mineral and Washoe Counties;
- (c) Pershing, Humboldt, Elko, Lander, Eureka and White Pine Counties; or
- (d) Any city located outside of this State.

CONTACT

If you have questions, you may contact: