



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#34-16

April 12, 2016

TO: DHRM Listserv Recipients

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

SUBJECT: Revision #3, *Rules for State Personnel Administration* and New Form

The Personnel Commission recently adopted several permanent regulation changes related to the adjustment of employee grievances, which have now been approved by the Legislative Commission. The effective date of these changes is April 4, 2016. Due to these changes, the [Rules for State Personnel Administration](#) has been updated on our website. Replacement pages for [Revision #3](#) are also available on our website. In addition, a new form related to the grievance process has been created, which is described below.

Please note: It is necessary to use the *Rules for State Personnel Administration* publication as a reference to NAC 284 because the Law Library on the Nevada Legislature's website does not reflect all statutes and regulations that have been approved and are currently in effect.

The following is a summary of the substantive changes.

Adjustment of Grievances

A new section has been added to NAC 284 providing the Division of Human Resource Management (Division) the authority to remove a grievance from the process that does not meet the definition of a grievance, or is filed by an employee who is ineligible to use the process. The agency's appointing authority, or his or her designated representative, may request the removal of a grievance by submitting the newly created [Agency Request for Removal of a Grievance from Grievance Process Based on NRS 284.384 \(HR-52\)](#) form to the Employee-Management Committee Coordinator at EMCCoordinator@admin.nv.gov, so that it can be forwarded to the appropriate

individual within the Division of Human Resource Management for approval or denial. A determination will be made promptly. The agency and employee will be notified of the determination and when the grievance has been removed. Both parties will be advised of the proper procedure to address the employee's concerns and, if applicable, will receive information related to the employee's right to appeal the Division's determination to the Employee-Management Committee (Committee).

Procedural changes have been made to NAC 284.6955 related to hearings before the Committee. Other additions include procedures for subpoenaed documents containing confidential information, and the Committee's ability to take testimony by telephone or video conference from a location not originally included on the agenda as a location for the hearing.

The change to NAC 284.6957 allows a grievance to be placed into abeyance and includes the method to make the request. Such a request could be appropriate in certain situations, such as when the grievant will be away from the premises of the workplace for an extended period of time, or when the outcome of an ongoing investigation may affect a grievance.

Updated pages with the corresponding sections of the rulebook are listed in the chart below:

SECTION	PAGE NO.
Table of Contents	ix – x
Adjustment of Grievances	1 – 10
Index	3 – 4

Please ensure that everyone on your distribution list receives a copy. If you have any questions, please contact Michelle Garton at mgarton@admin.nv.gov or (775) 684-0136.

PL:mg/tp