



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

**MEMORANDUM**  
**HR#55-16**

June 28, 2016

**TO:** DHRM Listserv Recipients

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

**SUBJECT:** Revision #4, *Rules for State Personnel Administration*

---

The Personnel Commission recently adopted a permanent regulation change related to compensation, which has now been approved by the Legislative Commission. The effective date of the change is June 28, 2016. Due to this change, the *Rules for State Personnel Administration* has been updated on our website. Replacement pages for *Revision #4* are also available on our website.

**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 change:

**Compensation**

The changes to NAC 284.204 clarify that a pay adjustment to resolve an equity issue is among positions in a particular department or agency, and not among positions across different departments or agencies. Also, the requirement for an appointing authority to ensure that an adjustment will not create an inequity has been removed.

Finally, an adjustment of steps made due to a difficult recruiting problem may be revoked when the employee changes positions to a different area within his or her current department or agency, or a different department or agency, where a difficult recruiting problem does not exist.

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

SECTION	PAGE NO.
Table of Contents	iii – iv
Compensation	7 – 8

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](mailto:mgarton@admin.nv.gov) or (775) 684-0136.