



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
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**MEMORANDUM**  
**HR#01-17**

January 3, 2017

**TO:** DHRM Listserv Recipients

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

**SUBJECT:** Revision #6, *Rules for State Personnel Administration*

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The Personnel Commission recently adopted several permanent regulation changes, which have now been approved by the Legislative Commission. The effective date of these changes is December 21, 2016. Due to these changes, the [Rules for State Personnel Administration](#) has been updated on our website. Replacement pages for [Revision #6](#) are also available on our website.

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

The following is a summary of the changes.

**Attendance and Leaves**

The amendments to NAC 284.5405 and 284.551 are related to the transfer of leave balances by nonclassified employees, Nevada System of Higher Education (NSHE) employees, and employees of a governmental agency acquired for administration by the State when an employee is appointed to a nonclassified, unclassified or classified position without a break in service.

The first substantive amendment removes "unclassified employee" as used in relationship to positions within NSHE, as such a term is not used within the System.

The amendments also remove the requirement to recalculate leave balances when a

movement as outlined above occurs, and allows an employee to transfer over an amount of annual leave that does not exceed the accrual rate of a classified or unclassified State employee, and all of his or her accrued sick leave.

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

SECTION	PAGE NO.
Table of Contents	vii – viii
Attendance and Leaves	9 – 38
Index	1 – 2, 5 – 6

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.