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**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
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**MEMORANDUM**  
**HR#32-24**

June 28, 2024

**TO:** DHRM Listserv Recipients

**FROM:** Bachera Washington, Division Administrator *Bachera Washington*  
Division of Human Resource Management

**SUBJECT:** AMENDMENTS TO CHAPTER 284 OF THE NEVADA ADMINISTRATIVE CODE

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The Human Resources Commission adopted several permanent regulation changes at their April 5, 2024 meeting, which have been recently approved by the Legislative Commission and became effective on June 20, 2024. The Division of Human Resource Management is working on updating the *Rules for State Human Resources Administration* publication to include the recent codification of Chapter 284 of the Nevada Administrative Code, as well as several other amendments not included in the codification. The following information below is being provided for your reference.

The following summary of the substantive changes includes links to the adopted language in each LCB File of the Legislative Counsel Bureau's website.

[LCB File No. R134-22](#)

Previously, NAC 284.126 provided that a position that had significant change could not be reclassified to a higher grade if the incumbent did not meet the minimum qualifications for the higher-level position. Subsection 5 of has been revised to allow for a position to be reclassified to a higher level if the individual will meet the minimum qualifications for that position within 1 year after the effective date of the reclassification determination. If the individual will not meet the minimum qualification within a year, they will be ineligible for a promotion. Section 8 is a new section that allows for a position to be reclassified absent significant change in the duties and responsibilities, if the position is incorrectly classified or is more consistent with the duties and responsibilities of a different class.

The amendments to NAC 284.3745, subsections 2 and 3, have been revised to clarify that a “day” is defined as a “calendar” day. This regulation addresses “*Refusal to examine an applicant or certify eligible person: Review of action; appeal.*”

[LCB File No. R141-22](#)

The amendment to NAC 284.524, subsection 1, clarifies that an employee who is not working remotely is considered to be in compliance with the requirement to report for a work shift on time when the employee arrives at the physical location of the employee’s duty station. Additionally, an employee who arrives early for a work shift is not entitled to overtime unless that overtime is approved in accordance with [NRS 284.180](#) and NAC 284.242. Subsection 3 relates to the beginning of the work shift specified in subsection 1, and for those employees not working remotely, the workday includes the time it takes the employee to travel from the entrance to the workstation, undergo a mandatory pre- and post-shift briefing, or any other activities required.

If you have any questions, please contact Carrie Hughes at [cphughes@admin.nv.gov](mailto:cphughes@admin.nv.gov) or (775) 684-0111.

BW:rb