

Joe Lombardo
Governor



Joy Grimmer
Director

Bob Ragar
Deputy Director

Bachera Washington
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
515 E. Musser Street, Suite 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 687-9085

MEMORANDUM
HR#39-24

September 23, 2024

TO: DHRM Listserv Recipients

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

SUBJECT: NOTICE OF PUBLIC MEETING – HUMAN RESOURCES
COMMISSION

The agenda for the September 27, 2024, meeting of the Human Resources Commission has been posted on our website. The meeting will begin at 9:00 a.m. at the Nevada State Library and Archives Building, 100 N. Stewart Street, Room 110, Carson City, with videoconferencing to the Eureka Building, 7251 Amigo Street, Suite 120, Las Vegas, Nevada.

To view the full agenda, please visit our website at:

https://hr.nv.gov/Boards/Master_Meetings_Calendar/

Attachments

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HUMAN RESOURCES COMMISSION

Meeting Notice

DATE: Friday, September 27, 2024

TIME: 9:00 a.m.

LOCATION:

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|---|---|
| State Library and Archives Building 100 N. Stewart Street Room 110 Carson City, Nevada 89701 | Eureka Building 7251 Amigo Street Room 120 Las Vegas, Nevada 89119 |
|---|---|

The sites will be connected by videoconference. The public is invited to attend at either location. As video conferencing gives the Commission, staff, and others flexibility to attend meetings in either northern or southern Nevada, handouts to the Commission on the day of the meeting may not be transmitted to distant locations.

Notice: The Human Resources Commission may address agenda items out of sequence to accommodate persons appearing before the Commission or to aid the efficiency or effectiveness of the meeting at the Chair's discretion. The Commission may combine two or more agenda items for consideration, and the Commission may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. Comments will be limited to three minutes per person and persons making comment will be asked to begin by stating their name for the record and to spell their last name. The Commission Chair may elect to allow additional public comment on a specific agenda item when the item is being considered.

Agenda

- I. Call To Order, Welcome, Roll Call, Announcements**
- II. Public Comment:** No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken.
- FOR POSSIBLE ACTION**
- III. Approval of Minutes of Previous Meetings:**
- A. April 5, 2024
 - B. June 28, 2024

FOR POSSIBLE ACTION

IV. Prohibitions and Penalties: Discussion and Approval or Denial of Specific Activities Considered Inconsistent, Incompatible, or in Conflict with Employee’s Duties and the Process of Progressive Discipline

A. Office of the Chief Information Officer

FOR POSSIBLE ACTION

V. Discussion and Approval or Denial of Proposed Permanent Regulation Changes to Nevada Administrative Code, Chapter 284

A. LCB File No. R165-24

- Sec. 1. NEW “Sexual assault” defined.
- Sec. 2. NAC 284.2508 Compensatory time: Use.
- Sec. 3. NAC 284.539 Annual leave: Written request; approval or denial; authorized use.
- Sec. 4. NAC 284.554 Sick leave: Authorized use.
- Sec. 5. NAC 284.578 Leave of absence without pay; Conditions for approval; restrictions on use; revocation.
- Sec. 6. NAC 284.5811 Family and medical leave: Maximum amount in 12-month period; use.
- Sec. 7. NAC 284.599 Requirements.

B. LCB File No. R168-24

- Sec. 1. NAC 284.172 Rate of pay: Effect of promotion.
- Sec. 2. NAC 284.254 Compensatory time: Payment upon transfer.
- Sec. 3. NAC 284.444 Application of probationary or trial period.
- Sec. 4. NAC 284.576 Catastrophic leave: Use and administration; appeal of denial.
- Sec. 5. NAC 284.179 Rate of pay: Minimum step for continuous employees hired before 1975.

C. LCB File No. R171-24

- Sec. 1. NAC 284.114 Affirmative action program and equal employment opportunity.
- Sec. 2. NAC 284.204 Adjustment of steps within same grade: Conditions for approval; request; effective date; revocation.
- Sec. 3. NAC 284.206 Special adjustments to pay: Conditions for approval; request; effective date; revocation.
- Sec. 4. NAC 284.480 Letters of instruction: Authorized use as coaching or performance management tool; contents; discussion; retention in working file of supervisor.
- Sec. 5. NAC 284.638 Warnings and written reprimands.
- Sec. 6. NAC 284.662 Providing assistance or representation to employee; discrimination prohibited relating to seeking or filling request for review of grievance or complaint or testifying or providing assistance or representation to another employee; available resources for assistance.
- Sec. 7. NAC 284.696 Unlawful discrimination.
- Sec. 8. NAC 284.710 Order of processing personnel documents.

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| FOR POSSIBLE ACTION | VI. Review and Possible Adoption of Language Access Plan to Address Barriers to Individuals with Limited English Proficiency Pursuant to NRS 232.0081 |
| INFORMATIONAL ITEM | VII. Report of Succession Plan Data |
| INFORMATIONAL ITEM | VIII. Report of Uncontested Classification Changes Not Requiring Human Resources Commission Approval per NRS 284.160 |
| | Posting: #31-24 07.411 Deputy Administrator, Forestry Posting: #32-24 11.150 Intelligence Analyst Series Posting: #33-24 06.976 Communications Systems Specialist Series |
| | IX. Discussion of Dates for Upcoming Meetings |
| | X. Commission Comments |
| | XI. Public Comment: No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. |
| | XII. Adjournment |

Supporting material for this meeting is available at the Division of Human Resource Management at 515 E. Musser Street, Suite 101, Carson City, Nevada, 89701; 7251 Amigo Street, Suite 120, Las Vegas, NV, 89119; or on our website:

https://hr.nv.gov/Boards/PersonnelCommission/Human_Resources_Commission_-_Meetings/. To obtain a copy of the supporting material, you may contact Roxanne Hardy at (775) 684-0131 or roxannehardy@admin.nv.gov

Inquiries regarding the items scheduled for this Commission meeting may be made to Roxanne Hardy at (775) 684-0131 or roxannehardy@admin.nv.gov.

We are pleased to make reasonable accommodations for individuals who wish to attend this meeting. If special arrangements or audiovisual equipment are necessary, please notify the Division of Human Resource Management in writing at 515 E. Musser Street, Suite 101, Carson City, NV, 89701, no less than (5) working days before the meeting.

Persons who wish to receive notice of meetings must subscribe to the Division of Human resource Management LISTSERV HR Memorandums, which can be found on the following webpage:

http://hr.nv.gov/Services/HRM_Email_Subscription_Management/. If you do not wish to subscribe to LISTSERV and wish to receive notice of meetings, you must request to receive meeting notices and renew the request every 6 months thereafter per NRS 241.020(3)(c), which states in part, "A request for notice lapses 6 months after it is made." Please contact Roxanne Hardy at (775) 684-0131 or roxannehardy@admin.nv.gov to make such requests.

Notice of this meeting has been posted at the following locations:

Carson City

- 515 East Musser Street, Suite 101
- Nevada State Library and Archives Building, 100 North Stewart Street
- Nevada State Capitol Building, 101 North Carson Street
- Nevada State Legislature Building, 401 South Carson Street

Las Vegas

- Eureka Building, 7251 Amigo Street

Websites:

Nevada Public Notice website: <http://notice.nv.gov>

Division of Human Resource Management: www.hr.nv.gov