



DEPARTMENT OF PERSONNEL
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MEMO PERD #08/10
February 11, 2010

TO: Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Employee Representatives
Media Representatives

FROM: Teresa J. Thienhaus, Director
Department of Personnel

A handwritten signature in cursive script, appearing to read "T. Thienhaus".

SUBJECT: NOTICE OF PUBLIC MEETING – PERSONNEL COMMISSION

The agenda for the February 19, 2010, meeting of the Personnel Commission has been posted on our website. This meeting will begin at 2:00 p.m. in Carson City at 209 E Musser Street, Room 100, Carson City, with videoconferencing to Las Vegas at the Grant Sawyer Building, Training Room, 555 E. Washington Ave.

Please visit our website for the full agenda at <http://dop.nv.gov/meetings-agendas.html>.

TT:vk

EMERGENCY REGULATION

NAC 284.614 is hereby amended to read as follows:

NAC 284.614 Layoffs: Procedure. (NRS 284.065, 284.155, 284.380)

1. Except as otherwise provided in NAC 284.425, if it becomes necessary for a classified employee to be laid off because of a shortage of work or money, the abolition of a position, or some other material change in duties or organization:

(a) The director of the department shall determine in what geographical location, class series, class and option the reductions in staff will have the least detrimental effect on the operations of the department and shall specify layoffs accordingly. In the Department of Health and Human Services and the Nevada System of Higher Education, the administrator of a division may be designated to make these determinations with the approval of the director of the department.

(b) Within the department, geographical location, class series, class and option selected, all employees of the department who are not permanent must be separated from service before any permanent employees in the following order:

- (1) Emergency employees.
- (2) Temporary employees.
- (3) Provisional employees.
- (4) Probationary employees.

(c) If additional reductions are necessary, permanent employees must be laid off on the basis of seniority pursuant to NAC 284.632.

(d) In the department, geographical location, class series, class and option where layoffs are to take place, those employees with the least seniority must be laid off, transferred as set forth in subsection 2 or voluntarily demoted as set forth in NAC 284.618.

(e) An appointing authority may consider limiting layoffs to employees in full-time or part-time positions. Similar considerations may be given to and limitations placed on positions requiring selective certification pursuant to NAC 284.361.

2. If a permanent employee must be laid off for one of the reasons set forth in subsection 1, the appointing authority shall notify the employee that he may choose to:

- (a) Transfer within his department, *geographical location*, class and option into the position of the employee in his department, *geographical location*, class and option with the least seniority;
- (b) Be voluntarily demoted as set forth in NAC 284.618; or
- (c) Exercise his reemployment rights as set forth in NAC 284.630.

3. Within 3 working days after an employee has been notified of his choices pursuant to subsection 2, he must designate in writing to the appointing authority the choice he will exercise.

4. For the purposes of this section, divisions of the Department of Health and Human Services and the Nevada System of Higher Education shall be deemed to be departments.

[Personnel Div., Rule XIII § B subsec. 1, eff. 8-11-73]—(NAC A by Dep't of Personnel, 8-26-83; 8-28-85; 8-22-86; 7-21-89; 8-1-91; 3-27-92; 9-16-92; 11-16-95; 10-27-97; R031-98, 4-17-98; R043-99, 9-27-99; R146-01, 1-18-2002; R147-01, 1-22-2002; A by Personnel Comm'n by R096-03, 10-30-2003; R143-05, 12-29-2005)

FOR THE COMMISSION:

DAVID READ, Chairman
Nevada Personnel Commission

Date

GOVERNOR'S ENDORSEMENT

I, Governor Jim Gibbons, endorse the Nevada Personnel Commission's foregoing Statement of Emergency.

JIM GIBBONS
Governor of Nevada

Date