



DEPARTMENT OF PERSONNEL
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
<http://dop.nv.gov>

MEMO PERD#34/08
May 20, 2008

TO: All Agency Leaders
Personnel Liaisons

FROM: Todd Rich, Director
Department of Personnel *T.R.R.*

SUBJECT: Recruitment and Layoff Information

I wanted to provide some additional information regarding the communication that was sent out last week from the Department of Personnel (DOP) concerning the hiring freeze. I would also like to offer some training opportunities in the event we are forced to reduce staff through the layoff process.

The announcement last week that placed a hold on all hiring activities was implemented as a proactive step to manage the on going challenges relative to our decreasing revenues. **As you recall, the Director's Review Panel must approve all positions not on the exempt list before a candidate can be appointed.** If a recruitment was open as of May 16, 2008, it will remain on the NVAPPS website and applications will be received. The DOP Recruitment and Retention Division will also continue to conduct applicant testing and compile eligibility lists for these vacancies. We will not stop recruitment for the 407 positions we currently have open, but rather we will put a hold on hiring in case some of these positions are approved for hire.

We understand you may be approached with questions and concerns from employees regarding the possibility of layoffs. We feel it is important for all Agency leaders and Personnel Liaisons to be prepared to address this subject if economic conditions continue to decline. The DOP will be offering several training sessions to provide information regarding the State's layoff process. These classes will cover the following topics:

- Beginning of Layoff Process
- Seniority/Calculating Seniority
- Layoff Notices/Displacement
- Deductions

- Reemployment Lists
- Agency Responsibilities
- Probationary Periods
- Benefits
- DOP Responsibilities
- Exhaustion of Rights
- Reinstatement
- Buyouts

Additionally, a representative from the Public Employees Retirement System (PERS) will be available to answer questions relating to loss of credit, buyouts and credit for part-time employment, and other issues related to retirement. Please consider attending one of the training sessions listed below.

State Reduction in Force / Layoff Informational Sessions

Northern Nevada
Department of Personnel
209 E. Musser St., Room 100
Carson City

Information and Registration: 775-684-0148

Date	Start Time	End Time
Thursday, May 29, 2008	9:00 a.m.	11:30 a.m.
Thursday, May 29, 2008	2:00 p.m.	4:30 p.m.
Wednesday, June 4, 2008	9:00 a.m.	11:30 a.m.

Southern Nevada
Grant Sawyer Building
555 E. Washington Ave., Ste. 1100
Las Vegas

Information and Registration: 702-486-2900

Date	Start Time	End Time
Friday, May 30, 2008	9:00 a.m.	11:30 a.m.
Friday, May 30, 2008	2:00 p.m.	4:30 p.m.
Thursday, June 5, 2008	9:00 a.m.	11:30 a.m.

The Department of Personnel's goal is to ensure that if the State is required to reduce staff, then it will be done in accordance with the appropriate regulations and statutes. We also want to make sure Agency Personnel staff is well informed and prepared to handle this process. If you have any questions or concerns regarding the hiring freeze or the State layoff process, please contact me at trich@dop.nv.com or 775-684-0131 or our Recruitment and Retention Division Administrator, Mark Anastas at manastas@dop.nv.gov or 702-486-2904.

cc: Dianne Cornwall, Chief Operating Officer, Governor's Office
Josh Hicks, General Counsel, Governor's Office
Dana Bilyeu, Executive Officer, Public Employees' Retirement System