



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

MEMO PERD #55/09  
October 7, 2009

TO: Department Directors  
Division Administrators

FROM: Teresa Thienhaus, Director  
Department of Personnel

A handwritten signature in cursive script that reads "Teresa Thienhaus".

SUBJECT: Standard Daylight Time

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Standard Daylight Time will begin on Sunday, November 1, 2009, at 2:00 a.m. Employees who are working a shift during this time will gain an hour of work.

As explained in NAC 284.220, subsection 2:

"An employee, other than an exempt classified employee or exempt unclassified employee, who is required to work an additional hour during his scheduled shift because of a change of time to standard daylight time is entitled to receive overtime pay or compensatory time as approved by the agency."

Additionally if furlough is taken during pay period 10, furlough policies should be followed and overtime should be determined based on compliance with NRS 284.180.

If you have additional questions, please contact the Department of Personnel's Central Payroll section at (775) 687-9077.

TT:ad

cc: Payroll Clerks  
Agency Personnel Liaisons  
Agency Personnel Representatives