



DEPARTMENT OF PERSONNEL
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MEMO PERD#58-10
November 10, 2010

TO: Agency Administrators
Personnel Representatives
Payroll Clerks
Department of Personnel Employees

FROM: Teresa J. Thienhaus, Director
Department of Personnel

A handwritten signature in cursive script, reading "Teresa J. Thienhaus".

SUBJECT: Shift Differential on Holidays

The Department of Personnel was recently made aware of inconsistencies in the coding of shift differential on holidays. To clarify the proper coding of shift differential on a holiday, the following guidelines must be followed per NAC 284.210.

Employee who works his/her scheduled shift that falls on a holiday

An employee who works a qualifying shift on a holiday is entitled to Paid Holiday Premium (PHPRM) and Paid Shift Differential (PSD). However, this employee is not entitled to Paid Shift Differential Overtime (PSDOT) for this holiday.

Employee who does not work his/her regular day off that falls on a holiday

An employee who is normally scheduled to work a qualifying shift, but whose regular day off falls on a holiday is entitled to Paid Day Off Holiday (PDOH). However, this employee is not entitled to shift differential (PSD) for this holiday.

These guidelines must be reflected on all timesheets submitted Pay Period 11 (11/1/2010 through 11/14/2010) forward. To ensure timesheets are submitted properly, please forward this information to employees who work on holidays or whose regular days off fall on holidays.

If you have any questions regarding this topic, please contact Peter Long, Compensation and Classification Division Administrator, at (775) 684-0103 or Adam Drost, Central Payroll Manager, at (775) 687-9077.

TT:ad