



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
100 N. Stewart Street, Suite 200 | Carson City, Nevada 89701
Phone: (775) 684-0150 | www.hr.nv.gov | Fax: (775) 684-0124

PERD #38/13
October 18, 2013

TO: Department Directors
Agency Personnel Liaisons

FROM: Lee-Ann Easton, Administrator *Lee-Ann Easton*
Division of Human Resource Management

SUBJECT: Governor's Executive Order 2013-10 on Opportunities for Disabled Persons

On August 29th, 2013, the Governor's Office issued Executive Order 2013-10 concerning the establishment of a program for the hiring of people with disabilities into the state workforce. One of the items in the order specified that the Division of Human Resource Management shall:

“c. develop policies regarding the mandatory use of the “temporary limited appointment of persons with disabilities” authorized by NRS 284.327, commonly referred to as “the 700 hour program”

To facilitate compliance with the directive, the Division of Human Resource Management implemented the following policy regarding the issuance of certified lists with persons eligible for employment through the 700 hour program.

When staffing requisitions are submitted in NVAPPS, certification staff will review the request and check to see if any 700 hour candidates are available for the specified job class. If eligible candidates exist, a 700 hour list will be issued. While reemployment lists will still remain first priority, 700 hour lists will be handled in a similar fashion. Although hiring of an eligible 700 hour candidate is not mandatory, the usage of these particular lists will need to be documented and/or coded in NVAPPS for tracking and reporting purposes prior to DHRM processing recruitment requests. If you choose not to select a 700 hour candidate, please ensure the option for *“Do you need further assistance from DHRM to fill this position?”* is checked as “Yes” when submitting the certified list back to us; this will ensure that processing related recruitment requests can be made efficiently.

If you have any questions regarding the 700 hour program, please contact Dana Carvin at (775)684-0133 or via email at dcarvin@admin.nv.gov

Thank you for your cooperation on this matter.