



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#44-14 REVISED

August 26, 2014

TO: Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives

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

SUBJECT: Rules for State Personnel Administration – REVISED

The Division of Human Resource Management has republished the [Rules for State Personnel Administration](#) to reflect the most recent codified versions of the Nevada Administrative Code and Nevada Revised Statutes. This publication replaces all other versions of this book.

One noteworthy update included in the changes is the codification of the separation of NAC 284.170 into topic-specific sections. The new sections have been assigned the regulation numbers NAC 284.171 – NAC 284.180. Also, the definition of organizational climate studies has been assigned a regulation number and the regulation related to resolution conferences has been assigned a regulation number and the lead line has changed. The regulation temporarily named Impartial fact-finding investigation has been renamed and relocated based on the regulation number assigned, NAC 284.655.

In addition to the recently codified regulations, this publication includes permanent regulation changes recently adopted by the Personnel Commission, which are reflected with bolded and italicized font. These regulations were recently approved by the Legislative Commission and became effective on June 23, 2014. For your convenience, the following provides a brief description of the changes:

NEW Military leave with pay

This new regulation is necessary and resulted from a change to NRS 281.145 approved during the 2013 Legislative Session. Previously, 15 days of military leave was provided to all public officers and employees of the State to serve under orders without loss of his or her regular compensation. Effective October 1, 2013, 39 days of military leave is provided to public officers and employees of the State whose work schedules include Saturday or Sunday to serve under orders without loss of his or her regular compensation. This regulation provides for the administration of the change and the definitions of “to serve under orders,” “work schedule” and “working day.”

NAC 284.173 Rate of pay: Effect of demotion

This amendment allows an appointing authority to pay a demoted employee, if the demotion is at the employee’s request or is acceptable to the employee, at a step in the grade of the class to which he or she was demoted which is equal to or less than his or her base rate of pay in the position from which he or she was demoted, but not greater than the highest step of the class to which he or she was demoted.

NAC 284.386 Reinstatement of former permanent employee and NAC 284.611 Separation for physical, mental or emotional disorder

The changes to these regulations eliminate the 2-year limitation for former permanent employees of the State to be eligible for reinstatement.

NAC 284.589 Administrative leave with pay

There were several changes made to this regulation. They are:

- An appointing authority may now grant administrative leave for attendance at an employee benefits orientation or educational session.
- When authorized by the Governor, an appointing authority or the Division of Human Resource Management may now grant administrative leave to nonessential employees during an emergency.
- A change has been made to this regulation to clarify that employees shall be granted administrative leave by his or her appointing authority for both in-person and telephonic counseling services received through the Employee Assistance Program.
- Finally, an appointing authority must now grant administrative leave for attendance at a health fair or related event coordinated by the Public Employees’ Benefits Program.

Please contact the Consultation and Accountability Unit if you have any questions at (775) 684-0148.

Thank you.