



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#46-14

July 22, 2014

TO: Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Employee Representatives
Office of the Attorney General

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

SUBJECT: PERSONNEL APPEALS, NEWLY ADOPTED HEARING OFFICER
RULES OF PROCEDURE, AND SPECIFICITY OF CHARGES FORM
CHANGE

Please be advised that a number of changes have occurred recently related to employee appeal hearings. As of July 1, 2014, the Appeals Officers of the Department of Administration, Hearings Division have become the primary hearing officers for employees appealing their suspension, demotion, termination, or involuntary transfer and for complaints of reprisal or retaliatory action due to the disclosure of improper governmental action. An employee's appeal will still be submitted to the Division of Human Resource Management, but the Hearings Division will now coordinate and hear most cases. Additionally, at the July 11, 2014 Personnel Commission meeting, the Commission adopted revisions to the [Hearing Officer Rules of Procedure](#) to reflect changes due to the Hearings Division providing this service.

Lastly, a minor change in an informational note on the [Specificity of Charges form](#) (NPD-41) has been made. This form change and the Hearing Officer Rules of Procedure are currently available on the Division of Human Resource Management's website.

If you have any questions, please contact Shelley Blotter at sblotter@admin.nv.gov or at (775) 684-0105.