



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM

HR#56-14

December 8, 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: Revision #1, Rules for State Personnel Administration

The Personnel Commission recently adopted two permanent regulation changes and these were approved by the Legislative Commission, effective October 24, 2014. As such, the online version of the [Rules for State Personnel Administration](#) has been updated and Revision #1 replacement pages are now available on our website. Also included in this revision is the relocation of several NRS references to a new section within the publication.

Please Note: It is important to use the Rules for State Personnel Administration publication to reference NAC 284 because the Nevada Legislature's Law Library webpage does not reflect all regulations that are approved and in effect.

For your convenience, below is a brief description of the changes.

Compensation Section – NAC 284.172

Previously, an employee who had been promoted after a demotion could not receive a promotional increase in pay greater than the increase he or she would have otherwise been entitled to receive had he or she not been demoted. NAC 284.172 has been amended to allow for an employee to receive an increase in pay upon promotion after one year has passed since the demotion, unless the time period is waived by the Administrator of the Division of Human Resource Management.

Practice Before Division of Human Resource Management Section – Hearings Before the Hearing Officer – NAC 284.780

As many of you are aware, at its January meeting, the Personnel Commission selected the Appeals Officers of the Department of Administration, Hearing Division to serve as the primary hearing officers for appeals related to personnel matters. NAC 284.780 was amended to clarify that the Personnel Commission will provide for a hearing officer for these hearings. The new “strike” method used is outlined in the publication [Hearing Officer Rules of Procedure](#), which was revised and approved by the Personnel Commission at its July 11, 2014 meeting.

Relocation of NRS References

NRS 284.4577, NRS 392.920 and NRS 394.179, related to leave for parents to participate in school activities, were relocated from the Separations from Service section to the Attendance and Leaves section.

Updated pages with the corresponding sections of the rulebook are listed in the chart below:

SECTION	PAGE NO.
Table of Contents	iii – iv, vii - xii
Compensation	C3 – C4
Attendance and Leaves	I23 – I38
Separations from Service	K3 – K10
Practice Before the Division of Human Resource Management	P3 – P8
Index	1 – 2, 5 – 10

Please ensure that everyone on your distribution list receives a copy. If you have any questions, please contact Michelle Garton at mgarton@admin.nv.gov or (775) 684-0148.

LE:mg/tp