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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
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REGULATIONS WORKSHOP

DATE: August 28, 2019
TIME: 9:00 a.m.
PLACE: State Library and Archives Grant Sawyer Building
Room 110 Room 1400
100 N. Stewart Street 555 E. Washington Avenue
Carson City, Nevada Las Vegas, Nevada

Workshop Minutes

Staff present in Carson City:

Peter Long, Administrator, Division of Human Resource Management, DHRM
Frank Richardson, Deputy Administrator, DHRM
Beverly Ghan, Deputy Administrator, DHRM
Carrie Hughes, Personnel Analyst, Consultation & Accountability DHRM
Kara Sullivan, Supervisory Personnel Analyst, Recruitment, DHRM

Others present in Carson City:

Michelle Garton, Supervisory Personnel Analyst, Consultation & Accountability, DHRM
Kristin Bowling, Personnel Officer, DOW
Tonya Sieben, Personnel Officer, Personnel Officer, Agency HR Services, DHRM
Teri Hack, Personnel Analyst, DCNR
Mary Gordon, Personnel Officer, NDOT
Kim Eberly, Personnel Analyst, DMV
Rosana Woomer Personnel Analyst, DHRM
Jennifer Kauble, Personnel Analyst, DMV
Alys Dobel, Personnel Officer, DMV
Gayle Jonte, Management Analyst, DMV
Rick Kabele, Deputy Administrator, SPWD
Suzanne Webb, Personnel Analyst, DHHS-ADSD

Others present in Las Vegas:

Jennifer DeRose, Deputy Administrator, B&I-NTA
Stephanie Lan, Personnel Analyst, DMV
James Ferber, Correctional Lieutenant, NDOC
Jerry Howell, Warden, NDOC
Brian Williams, Warden, NDOC
James Scally, Associate Warden, NDOC
Jeremy Bean, Associate Warden, NDOC
Monique Hubbard-Pickett, NDOC
Michelle Carlson, Personnel Analyst, DHHS-DCFS
Maria Langley, UNLV
Mary Jo Scott, Personnel Officer, DHHS-ADSD
Lori Gaston, Personnel Analyst, DHHS-ADSD
Sharon Williams, Personnel Officer, DPS

1. Call to Order

DHRM Deputy Administrator Frank Richardson called the workshop to order and explained that based on the feedback received, proposed language may be changed or deleted, and a group of regulations may be affected. If the regulations are submitted to the Personnel Commission for adoption, amendment or repeal, the minutes from the workshop and any other comments received will be provided to the Personnel Commission when the regulation is presented for their consideration. Staff will provide an explanation of the proposed changes and provide time for comments from the audience.

2. Review of proposed changes to NAC 284

284.444 Waive trial period for a permanent employee who voluntarily transfers.

284.446 Time counted toward completion of probationary period.

284.448 Time not counted toward completion of probationary period.

284.450 Adjustment of probationary period.

Kara Sullivan, with DHRM, explained the proposed changes to NAC 284.444 will allow an appointing authority to waive a trial period for a permanent employee who voluntarily transfers. This allows more flexibility in the appointment process. In addition, for consistency purposes subsection 3 has been moved to the end on the regulation and subsections 11 and 12 have been moved up.

Kara Sullivan, with DHRM, explained the proposed changes to NAC 284.446 will clarify the time counted toward a probationary period and time counted toward completion of a trial period. The changes clarify that a new employee serves an initial probationary period of six months or one year. A permanent employee who is promoted serves a one-year trial period in the new class. A permanent employee who transfers may be required to serve a trial period if it is not waived by the appointing authority.

Kara Sullivan, with DHRM, explained the proposed changes to NAC 284.448 will clarify the time not counted toward a probationary period and time not counted toward completion of a trial period. The

changes clarify that exemptions made for time not counted toward a probationary period would also not count toward a trial period.

Kara Sullivan, with DHRM, explained the proposed changes to NAC 284.450 will clarify when an adjustment can be made toward the length of a probationary period or trial period. The changes clarify that exemptions made for time not counted toward a probationary period would also not count toward a trial period. An employee must complete the required number of months/full time equivalency as established for the probation or trial period being served.

Kara Sullivan stated as these are the proposed changes to these regulations, DHRM would welcome any discussions or thoughts that the audience may have.

Frank Richardson, with DHRM, asked for any feedback or concerns.

There were no comments in Carson City or in Las Vegas.

284.892 Duties of employee who is referred to employee assistance program.

284.893 Return to work of employee who tests positive for alcohol or controlled substance while on duty.

Carrie Hughes, with DRHM, stated as part of a mandatory referral to an employee assistance program due to a positive result on an alcohol and/or controlled substance screening test, an employee is required to provide documentation demonstrating participation in and completion of the referral. The amendments in these regulations will clarify that an agency can act upon documentation provided directly by the employee assistance program as well as the employee, similar to a health care provider directly submitting documentation related to sick leave or the Family and Medical Leave Act.

Frank Richardson, with DHRM, asked for any feedback or concerns.

There were no comments in Carson City or in Las Vegas.

3. Adjournment

After thanking everyone for attending and participating, Mr. Richardson adjourned the workshop.