State of Nevada

Employee Handbook

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Division of Human Resource Management

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Office of the Governor

Dear State of Nevada Employees:

You are part of a dedicated team of over 16,000 employees serving the citizens of our great state. Although you have your own unique duties and responsibilities, you also play an important part in implementing the goals of your department and of state government.

The State of Nevada Employee Handbook provides an overview of important information related to your employment. It is not intended to address every detail about employment with the State of Nevada; however it does provide a comprehensive overview and serves as a useful guide. It is important for you to be familiar with the information in this handbook, so please review it carefully.

In addition to the handbook, it is essential that you review and understand your department's Prohibitions and Penalties and your Work Performance Standards. Your agency personnel staff or Human Resource Management can provide additional details and assistance relating to your employment or information included in this handbook.

Thank you for being a part of the State of Nevada and working towards our goal of continuing to move forward. As a state employee, you make significant contributions to the well-being and quality of life for all Nevadans. We wish you continued success in your position and hope you continue to enjoy a long and rewarding career with the State of Nevada.

Brian Sandoval, Governor
State of Nevada

Lee-Ann Easton, Administrator
Department of Administration
Division of Human Resource Management

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HANDBOOK INTRODUCTION

The employee handbook provides a ready reference for new and experienced State of Nevada employees when questions arise relating to the terms and conditions of employment.

This version of the State of Nevada Employee Handbook supersedes all previous versions of the handbook.

This handbook provides an *abbreviated* version of the *Rules for State Personnel Administration* (Chapter 284 of the *Nevada Administrative Code*), State statutes and federal laws that govern the classified service and when applicable, the unclassified service.

You will find references at the end of most sections to the *Nevada Revised Statutes* (NRS), *Nevada Administrative Code* (NAC), *State Administrative Manual* (SAM), department website information, and/or State policies and guidelines where you can obtain further information on a particular topic.

In addition to the topics covered in this handbook, your agency may have adopted policies and procedures that govern your employment.

This handbook does not create any rights, benefits, or duties, which are not set forth in the Nevada Revised Statutes, Nevada Administrative Code, or federal laws; and it does not constitute a contract with public employees.

If you have questions regarding any of the policies, procedures, or benefits covered in this handbook, you are encouraged to contact your supervisor, the personnel representative in your agency, or the Division of Human Resource Management.

The information in the handbook is current as of the publication date but is subject to change as statutes and regulations are modified. If you would like to provide suggestions to improve the content of the handbook, please contact the Division of Human Resource Management.

Published: September, 2015

The Employee Handbook is available on the Division of Human Resource Management website.

FILLING VACANCIES

Job Announcements

Public notices are used to announce the recruitment for vacant positions. Classified job announcements can be accessed through Nevada Applicant Placement and Processing System (NVAPPS) via the Division of Human Resource Management website. NVAPPS allows you to conveniently search and apply for job openings online. Job announcements include salary information, a description of the position, the minimum qualifications, the location of the vacancy, an explanation of the examination and the filing period. An announcement may be published to provide for open competition, a promotional competition, or a combination of both. The system also allows for position vacancies to be posted in real time. Results from any recruitment may be used to fill subsequent vacancies. Therefore, individual job announcements may not always be published for each individual vacancy. (NAC 284.295, 284.309)

Applications

It is your responsibility to apply for any recruitment for which you are qualified, eligible and interested. To apply for a position, you must file an application with the Division of Human Resource Management or its designated representative as specified in the job announcement. You are encouraged to utilize NVAPPS when applying for recruitments. NVAPPS stores your applicant profile information to expedite application for future recruitments. Paper applications can be obtained by contacting the Division of Human Resource Management and will be accepted for single recruitments only. A separate paper application must be submitted for each recruitment that interests you. Your application must be received no later than 5:00 p.m. on the closing date at the location specified on the announcement. It is important that your application be properly completed since incomplete or improper completion would be cause for rejection of the application. (NAC 284.313)

Minimum Qualifications

The minimum qualifications statement on the job announcement is to inform you of the education, experience and other requirements of the position. Thoroughly document your education, training and experience, demonstrating that they meet the requirements as posted. Only those applicants whose applications demonstrate that they meet the minimum qualifications and other criteria in the job announcement are verified to compete in the examination process.

When applying through NVAPPS, you will be asked to provide your e-mail address, which allows the recruiter to notify you each time the status of your application changes (i.e., meeting the minimum qualifications, missing information, requesting clarifying information, etc.) as well as exam invitations. (NAC 284.313)

Promotional Recruitments

Promotional recruitments are limited to employees with at least six months of continuous (full-time equivalent) employment in the classified service. If your supervisor is given reasonable notice, you will be allowed release time with pay in order to take an examination for a State job. An employment interview with an agency of the State of Nevada is considered part of the examination process and may qualify for release time with pay. (NAC 284.313, 284.353)

Open Competitive Recruitments

Open competitive recruitments are open to all individuals who meet the minimum qualifications of the position. There is no minimum service requirement for employees in the classified service to apply for an open competitive recruitment.

Lists of Eligible Persons and Certification

The most common types of eligible lists to which employees may be certified and their order of priority are as follows:

1. Reemployment lists of employees who have been laid off or injured on the job.
2. 700 hour lists.
3. Divisional promotional lists.
4. Departmental promotional lists.
5. Statewide promotional lists.
6. Open competitive lists.
7. Any combination of the above.

The types of lists referenced above, other than reemployment lists, are certified in either ranked or unranked order unless the position is filled in some other manner (i.e. voluntary demotion, transfer). When the list is ranked, the names of eligible persons appear in the order of their total ranking that they earned in the examination, including preference points for veterans and Nevada residents. The candidates receiving the ten highest scores on a ranked list are eligible to be appointed to vacancies.

The list of eligible applicants may be unranked: (1) for entry level classes; (2) when recruitment failed to produce more than five qualified applicants; (3) for classes where promotional applicants are not normally available; or (4) when possession of a license or certification is required. (NRS 284.155, 284.255, 284.265, 284.309, 284.320, NAC 284.358-284.374)

Generally, the term of eligibility on a list is one year. (NRS 284.250, NAC 284.374)

Inquiry of Availability

The hiring agency must contact the eligible applicants on the hiring list to inquire about their availability for a job interview for the available position. If you are contacted, you must respond to a written/mailed inquiry within six days of the postmark, to an electronic inquiry within two days, to a written/hand delivered inquiry within 24 hours, to an in-person oral inquiry within 24 hours, or to a telephone inquiry within two days if a voicemail or electronic message was left. (NAC 284.373)

Secondary Employment

If you have another job while employed by the State, you must complete a Secondary Employment Disclosure form available on the Purchasing Division website and the Division of Human Resource Management website, and submit it for approval by your agency head. When you obtain or have a change in your secondary employment, you must submit a Secondary Employment Disclosure form within 30 days of acceptance and must renew the disclosure by July 1st of each year. The agency head must review the form for conflicts with State employment. Approved forms should be filed in your personnel file. Secondary employment includes but not limited to contracts with the State, work with temporary employment agencies, and provider agreements. (SAM 0323)

The Americans with Disabilities Act

The Americans with Disabilities Act (ADA) of 1990 is a civil rights act prohibiting discrimination against individuals with disabilities in employment, public services and transportation, public accommodations, and telecommunications. The ADA Amendments Act (ADAAA), effective January 1, 2009, was adopted to restore the original intent of the ADA by providing a clear and comprehensive national mandate for the elimination of discrimination.

To be considered disabled under the ADA, you must:

1. Have a physical or mental impairment that substantially limits one or more major life activities;
2. Have a record of such an impairment; or
3. Be regarded as having such an impairment.

Additionally, to be covered by the ADA, you must be otherwise qualified for the job, program, or activity to which access is sought.

Under the ADA, employment decisions must be based on your ability to perform the essential functions of your position with or without reasonable accommodation. Your agency is not required to make accommodations that would eliminate one or more essential functions of your job or that would impose an undue hardship on the operation of your agency's business. Under the ADA, for the purposes of providing reasonable accommodation, the State of Nevada as a whole is considered the employer and not individual agencies. In addition, the ADA seeks to delay consideration of medical or disability-related information until a conditional job offer has been made to the best-qualified applicant.

Each State agency is responsible for designating an ADA Coordinator who can be contacted for information on the Act and who will respond to questions or complaints about its application in that agency. The Americans with Disabilities Act (ADA) & the ADA Amendments Act (ADAAA) Employment Provisions Guide is available on the Division of Human Resource Management website. Human Resource Management's ADA Coordinator is also available as a resource regarding the employment provisions of the law. The ADA Coordinator can be reached at (775) 684-0111. (NAC 284.120, 284.441)

APPOINTMENTS AND PROBATIONARY PERIODS

An appointment occurs when an applicant accepts an offer of employment and a date of hire is agreed upon with the appointing authority.

New Hire

When you initially accept an appointment in State government, you are considered a new hire. As a new hire, you will be required to serve a probationary period of either six months or one year.

Reemployment

Reemployment is a type of appointment that does not result in a break in service. The types of reemployment are as follows:

1. Military reemployment — Any remaining portion of a probationary period must be completed upon return to State service. (NAC 284.444)

2. Reemployment of permanent employees who have been laid off — Completion of a new probationary period is required if you are reemployed in a different class or in a different department.
3. Reemployment due to reclassification of a position to a lower class.
4. Reemployment of seasonal employees.
5. Reemployment due to a permanent disability arising from an injury sustained at work.

Further information on this subject can be obtained by contacting your personnel representative or the Division of Human Resource Management.

Reinstatement

If you have resigned from State service as a permanent employee in good standing, you may be reinstated to the same or a similar class following termination.

The probationary period following reinstatement may be waived in writing by your appointing authority, but you will not be eligible to compete in promotional recruitments until you have completed six months (full-time equivalent) of continuous State service. You cannot be reinstated to underfill a position that is at grade 30 or above if the position is allocated at a higher-grade level than the position you held at the time of termination. (NRS 284.330, NAC 284.386)

Reappointment

If you are a current employee in State service, you may be reappointed to a class that you formerly held or to a comparable class if you meet the current minimum qualifications and receive the appointing authority's approval. To be reappointed to a comparable class, the Division of Human Resource Management must approve the reappointment. If you were a probationary employee, you must serve a new probationary period. You cannot be reappointed to a position at grade 30 or above if the position is allocated at a higher level than the position you formerly held. (NAC 284.093, 284.404, 284.444)

Transfer

You may be considered for a transfer from your agency to another State agency without loss of benefits, such as retirement, insurance, and sick and annual leave credit. A request for a transfer should be made directly to the hiring agency. If you are a probationary employee who transfers within the same class, you must serve the remaining portion of your probationary period. A probationary employee who transfers to a different class must serve a new probationary period. You cannot transfer through non-competitive means to underfill a position at grade 30 or higher if the position is allocated at a higher-grade level than the position you currently hold.

Demotion

An employee may be demoted to a position in a class with a lower grade level if the employee meets the minimum qualifications and if the appointing authority approves. You may not demote through non-competitive means to underfill a position at grade 30 or higher if the position is allocated at a higher grade level than the position you currently hold. (NAC 284.402)

Promotion

Promotion is advancement to a vacant position in a class that has a higher grade than the class previously held. As an employee of the State, you may compete in recruitments for promotional openings when you have served six months (full-time equivalent) of continuous classified service.

If you are a permanent employee and accept a promotion, you will be required to serve a trial period of either six months or one year. If you fail to attain permanent status in a position to which you were promoted, you must be restored to the position from which you promoted. Effective January 1, 2016, if your former position has been filled by an employee with greater seniority, you will be placed in a vacant position of the same class as your former position. However, if such a position is not available, you will be appointed to a vacant position of equal or lower grade than your former position or placed on a reemployment list. (NRS 284.300, NAC 284.462)

Other Appointments

State government also has other appointment types such as provisional, emergency, and temporary appointments. (NRS 284.310, 284.315, 284.325)

Unclassified and non-classified employees are appointed outside of the merit system and are not governed by the regulations relating to classified service.

Probationary Period/Status of Appointment

As a new hire, your status of appointment is "probationary." After you have successfully completed a full probationary period, you are considered a "permanent" employee. If you are promoted to a new position after you become a "permanent" employee, your status of appointment is "trial period."

The probationary period for classes at grade 19 and below is six months of full-time equivalent service. The probationary period for classes at grade 20 or higher is one year of full-time equivalent service. (NAC 284.442)

During the probationary period, your conduct and job performance are reviewed more frequently. Dismissals or demotions may be made at any time during the probationary period in accordance with regulations. (NRS 284.290, NAC 284.458)

Once you have successfully completed the probationary period for a class, you will attain permanent status. (NRS 284.290)

Acceptance of New Appointment

State employees are required to give two weeks' written notice before beginning service in a new position under the jurisdiction of another appointing authority, unless both appointing authorities mutually agree to a shorter period of notice.

Nepotism/Dating Relationship

The State of Nevada prohibits persons from working in the direct line of authority of someone with whom there is a "dating relationship" or a family member, including a spouse, child, parent, sibling, aunt, uncle, niece, nephew, grandparent, grandchild, or first cousin or the same relation by marriage. "Direct line of authority" includes an employee's immediate supervisor, that supervisor's supervisor and each subsequent level of supervision all the way up through the employee's chain of command to the department director. A supervisory relationship includes responsibility and accountability for assigning work, evaluating performance, hiring, disciplining, and training, as opposed to temporary or ad hoc employment situations caused by an emergency or a special project of limited duration. "Dating relationship" is defined as an intimate association primarily characterized by the expectation of affectional or sexual involvement. The term does not

include a casual relationship or an ordinary association between persons in a business or social context. (NRS 281.210, NAC 284.0533, 284.375, 284.377)

EMPLOYEE PERFORMANCE AND DEVELOPMENT

Work Performance Standards

Work Performance Standards are written statements of the results and/or behavior expected of you when your job elements are satisfactorily performed under existing working conditions.

Standards are required for all classified positions, and you will be provided with a copy of the standards for your position. (NRS 284.335, NAC 284.468)

Performance Evaluation

If you are serving a six-month (full-time equivalent) probationary period, your supervisor will evaluate your performance at the completion of the second and fifth months. If you are completing a one-year (full-time equivalent) probationary period, your evaluations will be conducted at the completion of the third, seventh, and eleventh months. You will receive a copy of each performance report. Once you have attained permanent status, your performance will be evaluated annually. Your annual evaluation date will typically coincide with your pay progression date, which is defined as the date you complete one year of employment equivalent to full-time service following appointment to your current grade. Each evaluation will include a discussion between you and your supervisor to review and clarify goals and methods to achieve them. It will also include a written evaluation of your progress in the job. Evaluations will be made with reference to established work performance standards. (NRS 284.335 and 284.340)

If you disagree with the report on performance, you may request a review. Such a request must be made in writing, identifying specific points of disagreement, and must be submitted within 10 days of the discussion of the report on performance between you and your supervisor. A reviewing officer will be assigned to review the report on performance. The reviewing officer is the supervisor of the person who prepared your report on performance or another person designated by the appointing authority. A permanent employee may appeal the final decision rendered following the request for review of a contested performance evaluation through the procedure for the adjustment of a grievance. (NAC 284.470)

Training

The State of Nevada supports training programs and employee development to improve the efficiency and productivity of all State employees. It recognizes continued training and development for career employees is essential in providing quality services for State government.

Each agency is responsible for agency orientation, on-the-job training, and any formal or specialized training in areas unique to their work environment and required by the agency.

In order to avoid duplication of effort, the Division of Human Resource Management has been designated to coordinate and provide training applicable to all State employees. This training includes subjects such as supervision, management, communication, customer service, effective writing, and prevention of sexual harassment, including the supervisory training mandated by NRS 284.338 and NAC 284.498. A variety of these courses are offered via classroom instruction and also in an online, self-paced e-Learning environment. You may access a complete listing of courses

in the Training module of the Nevada Employee Action and Timekeeping System (NEATS) and on the e-Learning System by clicking on the link on the NEATS home page.

The Office of Employee Development (OED) administers both the State employee training and development program and the Nevada Certified Public Manager Program (NVCPM). OED offers classroom training in the areas of general and professional development, basic supervision and management, specific skill areas (such as Writing Work Performance Standards), and a mid-level Manager Academy. Other services provided by OED include special request and off-site training classes, including retreat presentations, organizational development initiatives, needs assessments, meeting facilitation, curriculum development, and consultation services.

The Nevada Certified Public Manager Program is a nationally accredited program just for public servants. The program accepts State, local, and Federal government employees. You could be accepted into the program if you manage or supervise people or projects, hold a supervisory or managerial position responsible for providing technical or professional support to an agency, or have been identified by the agency director as an individual showing potential for advancement into such positions. The 17-month program offers over 300 hours of instruction and activities focused on the development of key management and leadership competencies for public managers to build a foundation of management excellence in government.

Successful participants in the NVCPM Program should be high achievers in their respective positions and have support of their management. Applicants should demonstrate a high degree of conceptual ability, reading comprehension, written and oral communication capabilities and a desire to succeed in management and be a leader. Upon successful completion, participants will be awarded the designation of *Certified Public Manager.*

Additional information about the Certified Public Manager Program may be found on the Division of Human Resource Management website. The Division of Human Resource Management's Office of Employee Development can be reached at (702) 486-2663 or (702) 486-2928 (NRS 284.343, NAC 284.482)

RECORDS

Employment Records

Your agency maintains a working file with copies of documentation. This file includes personnel action documents, such as your Employment Status Maintenance Transaction (ESMT) forms, mandatory employment forms, such as policy acknowledgement forms, performance evaluations, and documentation of disciplinary action. This file may also include letters of commendation, training certificates, or other work-related documents that you or your supervisors have requested to be included in your file. Contact your agency personnel representative for the procedure for viewing your agency file.

Your official personnel file is maintained at the Division of Human Resource Management, Central Records Section. You, or those indicated in NAC 284.726, may view your personnel file by making an appointment with Central Records by calling (775) 687-9085 or by email at DHRM-CentralRecords@admin.nv.gov. There is a fee for obtaining copies of your file and your request must be made in writing. The employment records are maintained in accordance with the State Records Retention Schedule. (NRS 284.105, NAC 284.714)

Public Records

The Division of Human Resource Management maintains a roster of employees in public service. This includes your name and class title. Other information considered public record for State employees includes rate of pay and this information could be released upon receipt of a written request. Upon request, the Division of Human Resource Management is required to provide your personal mailing address to the State Controller's Office, the Internal Revenue Service, the Welfare Division, and the Department of Employment, Training and Rehabilitation. Information deemed as sensitive relating to law enforcement officials will not be released. (NAC 284.714, 284.718, 284.726)

POSITION CLASSIFICATION

Position classification is the process of grouping positions into classes based upon the type and level of the duties and responsibilities assigned. A class consists of positions that are sufficiently similar to warrant the same job title, rate of pay, and statement of minimum qualifications for recruitment purposes. Classification may occur as a result of an individual or occupational study.

Your agency, the Division of Human Resource Management, or you may initiate an individual study. Reclassification of an existing position through the individual study process requires verification of significant change resulting from a gradual accumulation of new duties or a planned organizational change. Position-specific information is collected on a Position Questionnaire (NPD-19) and is used by the Division of Human Resource Management (or delegated agency personnel staff) in the evaluation process. (NAC 284.126)

A Biennial Class Specification Maintenance Review is initiated by the Division of Human Resource Management to review and update class titles, concepts, knowledge, skills and abilities and/or minimum qualifications of classes. Class specification revisions require approval by the Personnel Commission and are effective upon approval.

The classification factors used to evaluate positions are nature and complexity of work; required knowledge, skills, and abilities; supervisory/managerial responsibility; independence/supervision received; scope of responsibility/consequence of error; authority to take action/decision making; and personal contacts. In addition, to identify the most appropriate class, a position's duties are compared with other positions having similar or related duties and with relevant class specifications. (NRS 284.160-284.170, NAC 284.126-284.152)

COMPENSATION

Compensation, Benefits, and Leave Summary

A substantial portion of your total compensation is your employer-paid benefits. The example on the following page illustrates the value of your benefits as they relate to your total compensation, including the salary and fringe benefits provided by the State.

The example is for an employee at a pay grade 28, step 4, on the Employee/Employer paid retirement contribution plan. These benefit rates are subject to change. If anything contained in this example is unclear, contact the Division of Human Resource Management or your agency personnel or payroll representative to assist in further explaining the benefits.

Sample Calculation

Type of Compensation	Calculation Rate	Annual Amount Compensated
Annual Salary: (Including earned leave)	$18.63/hr. x 2,088 hrs.	**Subtotal $38,899.44**
Value of leave earned:		
Annual Leave (15 days)	$18.63/hr. x 120 hrs.	$2,235.60
Sick Leave (15 days)	$18.63/hr. x 120 hrs.	$2,235.60
Holidays (11 days)	$18.63/hr. x 88 hrs.	$1,639.44
(Included in Annual Salary)		$6,110.64
Other Employer-Paid Benefits:		
Group Insurance	$701.73/month x 12	$8,420.76
Workers' Compensation	0.0288 of annual salary*	$1,036.80
Unemployment Compensation	0.0013 of annual salary	$50.57
Medicare	0.0145 of annual salary	$564.04
PERS Contribution	0.1450 of annual salary	$5,640.42
		Subtotal $15,712.59
Total Compensation: (Annual salary and other employer-paid benefits)		**Total $54,612.03**
Benefits as a Percentage of Total Compensation: Paid Leave + Other Benefits / Total Compensation		**39.96%**

*Workers' Compensation assessment paid on $36,000 of salary.

Paid Leave – Includes annual leave, sick leave, and holidays.

Group Insurance – Includes medical, prescription drug, dental, vision, long-term disability, and life insurance.

Workers' Compensation – Assessment from the State's workers' compensation insurance to fund the cost of benefits if you suffer a job-related injury or illness.

PERS Contribution – A calculated benefit will be available to you upon retirement after a minimum of 5 years of service.

Unemployment Compensation – Assessment from the Employment Security Division to fund benefits for you if you become unemployed for reasons beyond your control.

Medicare – Health insurance that is available to you at age 65. You may use Medicare prior to age 65 if you become disabled.

Payday
If you are an employee in the Central Payroll system, you are paid biweekly. If you are an employee in the Nevada System of Higher Education, you are paid semi-monthly. If you have access to the Nevada Employee Action and Timekeeping System (NEATS), you may view your paycheck information online.

Rate of Pay
The compensation schedule for classified employees in State service consists of pay ranges for each grade. Within each grade are ten steps. As a classified employee in State service, your pay will be set at one of the steps within the grade for the class to which you are appointed.

You may choose to be on the Employee/Employer Pay Contribution Plan or the Employer Pay Contribution Plan. If you elect the Employee/Employer Pay Contribution Plan, you may switch at any time to the Employer Pay Contribution Plan. Once you select the Employer Pay Contribution Plan, you cannot switch back to the Employee/Employer Pay Contribution Plan. (These elections are more fully explained in the Retirement Program section of this handbook.)

"Off-the-Clock" Work Prohibited
Nonexempt employees must report all time worked on their timesheet. "Off-the-clock" work is prohibited and failure to accurately record working time is grounds for discipline. Supervisors may not allow employees to engage in "off-the-clock" work.

Direct Deposit Mandate
You are required to sign up for direct deposit of your paycheck. The State Controller's office may approve a waiver of this requirement. Your agency's personnel or payroll representative can provide you with a direct deposit authorization card or further information. (NRS 227.205)

Merit Pay Increase
NAC 284.196 provides for you to receive an annual merit salary increase on your pay progression date if your last performance evaluation was standard or better and you have not reached the maximum step within the grade. The maximum merit salary increase is an adjustment of one step annually. (NAC 284.194)

If the date of promotion coincides with the pay progression date, the merit salary increase will be computed first and the promotional increase applied to the new pay rate. (NAC 284.186)

In addition to merit salary increases, salaries may be adjusted by general salary increases granted by the Legislature.

Overtime
Under State law, overtime is any time worked in excess of eight hours in 1 calendar day, eight hours in a 16-hour period or 40 hours in a week. If you choose and are approved for a variable/innovative workday schedule, you will earn overtime after 40 hours in a week. If you are in a position of law enforcement or fire protection, you may be covered by different overtime provisions as provided by statute or agreement. All overtime must be approved in advance by your appointing authority or his or her designee. (NRS 284.180)

If you are an employee in a position designated as exempt under the provisions of the Fair Labor Standards Act and the *Nevada Revised Statutes,* you are not entitled to compensation for overtime. (NRS 284.148)

Cash payment is the principal method of compensation for overtime. Agreements may be reached with your employer to provide for compensatory time off in lieu of cash payments. Compensatory time must be taken within a reasonable time after accrual at the direction of the appointing authority. If you request to use earned compensatory time and give at least two weeks' notice, it cannot be unreasonably denied. (NRS 284.180, 284.181, NAC 284.242, 284.254, 284.258)

Payment for Holidays

If you are a nonexempt employee, you are entitled to receive payment for eleven holidays per year when you are in "paid status" during any portion of your shift immediately preceding the holiday. In addition, if you work on a holiday, you are entitled to earn straight time cash payment for the hours worked on the holiday. If you are an exempt employee and you work on a holiday, you do not receive additional compensation but may have your schedule adjusted during the week in which the holiday occurs or in a subsequent week to recognize the holiday or additional time worked. (NRS 236.015, NAC 284.255-284.257)

Call Back Pay

Under certain circumstances you may be eligible to receive call back pay. If you meet the requirements of NAC 284.214, you will be credited with two hours of call back pay at the rate of time and one-half. For each additional hour that you work after the two hours for which you are paid call back pay, you will be paid overtime at the rate of time and one-half. (NAC 284.214)

Shift Differential

Shift differential is an adjustment in pay equivalent to an additional 5 percent of an employee's normal rate of pay. To qualify, you must be a nonexempt employee and you must work in a unit requiring multiple shifts in a 24-hour period and be assigned to a period of work of at least 8 hours, of which at least 4 hours fall between the times specified in regulation. If you are working a qualifying shift that is reduced due to daylight savings time, you will still receive shift differential pay for that shift. (NAC 284.210)

Standby Pay

If you are a nonexempt employee, you are entitled to receive additional pay, at the rate of 5 percent of your normal compensation, for every hour you are in standby status. You are in standby status when you are directed to remain available to work and prepared to work if the need arises. You cease to be on standby status and must be compensated for actual hours worked when you begin the performance of your duties after receiving notice to return to work. (NAC 284.218)

Per Diem and Travel

Many State employees must travel in connection with official duties. If you travel on official business, you will receive an allowance for meals and lodging. If you have been employed by the State for at least six months, a State sponsored credit card may be issued for use in covering travel advances and expenses. Each agency head is responsible for establishing agency rules concerning hours during which an employee will be allowed to claim meals. Your travel should be made by the least expensive method available. (NAC 284.258, SAM 0200-0236)

Use of Private Automobiles

If, in the course of official duties, you are directed by your agency to use your own personal vehicle, reimbursement will be made at the current rate authorized by the State Department of Administration and published in the *State Administrative Manual*. This rate is adjusted periodically to reflect the allowable federal rate. If you prefer to use your private automobile for personal convenience when conducting State business, you may receive one-half of the authorized rate. (SAM 0202-0214)

Fleet Services

It is the policy of the State that employees use Fleet Services vehicles rather than private automobiles whenever possible. Only State employees are authorized to drive State-owned vehicles and only persons traveling on State business are authorized to ride in these vehicles. Drivers of State vehicles must hold a valid driver's license and complete a driver's safety course sponsored by the Division of Risk Management. Fleet Services is available to all agencies in Carson City, Reno, and Las Vegas. (SAM 1402-1418)

INSURANCE BENEFITS

Insurance

If you are appointed to a benefits-eligible position, you are entitled to health insurance and related benefits offered by the Public Employees' Benefits Program (PEBP). Within 15 days of your appointment, PEBP will send you the Introduction to Employee Benefits Guide detailing plan options and instructions for completing the enrollment process. The following is an overview of benefits. For more information, refer to the PEBP Master Plan Document available at www.pebp.state.nv.us.

Initial Enrollment for Active Employees

You must enroll or decline coverage online at www.pebp.state.nv.us or by completing the Employee Benefit Enrollment and Change form and submitting any required supporting documents (if adding dependents) to the PEBP office. You must complete enrollment within 15 days of your date of hire or no later than the last day of the month coverage is scheduled to become effective.

Benefit Waiting Period

New Hire – New hire employees are eligible for coverage on the first day of full-time employment if that date is on the first day of the month; or the first day of the month immediately following the first day of full-time employment if the date of hire is after the first day of the month.

Reinstated Employee – Reinstated employees are individuals who previously satisfied their benefit waiting period and reinstate employment with a State agency within 12 months of their termination of employment date. Reinstated employees are eligible for coverage on the first day of full-time employment if that date is on the first day of the month; or the first day of the month immediately following the first day of full-time employment if the date of hire is after the first day of the month.

Rehired Employee – A rehire is an employee who returns to work more than 12 months after the employee's previous termination date. Rehired employees are eligible for coverage on the first day of full-time employment if that date is on the first day of the month; or the first day of the month immediately following the first day of full-time employment if the date of hire is after the first day of the month.

Enrollment Requirement

If you are an eligible employee, you are required to enroll in a medical plan (and submit any required supporting documents) or decline benefits within 15 days of their hire date, or no later than the last day of the month coverage is scheduled to become effective.

Default Enrollment for Active Employees

Should you fail to enroll during the initial enrollment timeframe, you will be defaulted to the Participant Only coverage tier under the Consumer Driven Health Plan (CDHP) with a Health Reimbursement Arrangement (HRA) account. If you are enrolled in the CDHP you will pay the monthly premium for that coverage.

Dual Coverage

Any spouse or domestic partner who is eligible for coverage as both a primary participant and a dependent shall be enrolled as a primary participant.

Open Enrollment

Open Enrollment is typically held May 1 – May 31 and any changes made during open enrollment will become effective on July 1 immediately following the Open Enrollment period.

During this time active employees may:

- enroll in a medical plan or change plan options;
- add or delete eligible dependents to/from medical coverage; or
- decline coverage.

Note: During a positive enrollment period or if a medical plan option is discontinued and you do not make a plan election during Open Enrollment for the new Plan Year, you and any covered dependents will be defaulted to the Consumer Driven Health Plan (default plan) with a Health Reimbursement Arrangement (HRA).

Retirement Health Insurance Benefits

Your health benefits end on the last day of the month in which you terminate. If termination is due to retirement, under certain conditions, you may be eligible to continue health insurance coverage as a retiree.

Retiree Coverage for Employees hired on or after January 1, 2010

If your initial hire date was on or after January 1, 2010, but prior to January 1, 2012, and you subsequently retire with less than 15 years of service credit, you are eligible to elect retiree coverage. However, you will not qualify for a subsidy or Exchange HRA contribution unless the retirement occurs under a long-term disability plan.

Retiree Coverage for Employees hired on or after January 1, 2012

If your initial hire date was on or after January 1, 2012, you may participate in the program at retirement but you will not qualify for a premium subsidy or an Exchange HRA contribution upon retirement.

Exception

If your initial hire date was before January 1, 2012, you may qualify for a years of service subsidy or Exchange HRA contribution if you: 1) Did not withdraw your Public Employees' Retirement System (PERS) benefits; and 2) Did not contribute to PERS through a local governmental entity such as county, city, school district, etc.

Coverage for Survivors of Active Employees

The covered dependents of a deceased active employee who had 10 or more years of service credit may continue coverage by re-joining the program as a survivor within 60 days of the employee's death. Surviving dependents may include the spouse, domestic partner, and children covered on the employee's medical plan on the date of death. Survivors are not required to receive a survivor's pension benefit.

Medical, Dental, Prescription Drug, and Vision Insurance

Plan options include the Consumer Driven Health Plan and HMO plans in Northern and Southern Nevada. All plans offer medical, dental, prescription drug, and vision benefits.

Employee/Employer Premium Cost Share

The State of Nevada provides a subsidy for each employee based on the plan and tier of coverage selected. Your share of the cost of insurance is made through monthly pre-tax payroll deductions. You may decline pre-tax deductions by using the method prescribed by PEBP.

Basic Life and Long-Term Disability Insurance

If you are enrolled in a PEBP medical plan, you will receive $25,000 Basic Life and Long-Term Disability (LTD) Insurance. LTD coverage protects against the loss of income in the event of a disability, resulting in an employee's inability to work for an extended time. The plan has a 180-day waiting period before benefits are payable for an approved claim. The LTD payout is 60% of the first $12,500 of monthly earnings, reduced by deductible income. If you terminate employment for any reason, it will also result in the termination of Basic Life Insurance. To determine conversion and/or portability options, contact the Basic Life Insurance vendor within 31 days of your employment termination date. If you are in declined coverage status, you are not eligible for Basic Life and Long-Term Disability Insurance.

Voluntary Life

If you are enrolled in a PEBP medical plan, you can purchase voluntary (supplemental) life insurance coverage at group rates. If you apply for Voluntary Life Insurance within 60 days of becoming eligible to apply, and meet the active work requirement, you automatically qualify for insurance coverage up to the guaranteed issue amount. This means you will not need to answer medical questions to purchase coverage. If you terminate employment for any reason, it will also result in the termination of all voluntary products. To determine conversion and/or portability options, contact the voluntary product vendor within 31 days of the employment termination date.

Voluntary Short Term Disability

If you are enrolled in a PEBP medical plan, and you meet the active work requirement, you may purchase voluntary short term disability coverage at group rates. The new hire enrollment period for short term disability occurs within 60 days of your PEBP medical coverage effective date. If you terminate employment for any reason, it will also result in the termination of all voluntary

products. To determine conversion and/or portability options, contact the voluntary product vendor within 31 days of the employment termination date.

Long-Term Care Insurance

Long-term care is the assistance received when someone needs help with two or more Activities of Daily Living (i.e., dressing, bathing, going to the bathroom, eating, etc.). This care may be provided in the home, in an assisted living or residential care facility or in a skilled nursing home facility. New hire employees have 30 days to enroll to receive Guarantee Issue coverage.

Flexible Spending Accounts

Health Care, Limited Scope and Dependent Care Flexible Spending Accounts (FSA) allow employees enrolled in certain PEBP medical plans to set aside pre-tax dollars to a special account that may be used to pay planned medical expenses and or dependent care expenses not otherwise covered. If you wish to participate in an FSA, you must enroll within 60 days of your initial coverage effective date, during the open enrollment period, or during a qualifying life status change. The annual election amount is prorated and divided into monthly pre-tax payroll deductions. You must incur qualifying expenses during the FSA plan year which is July 1st through June 30th. Health Care and Limited Scope FSAs have a carryover provision which allow members to carry over up to $500 at the end of one plan year to the next plan year. Any unused funds in excess of $500 at the end of the plan year cannot be carried over to the next plan year and will be forfeited.

Health Savings Account (HSA)

HSAs are available to eligible employees enrolled in the Consumer Driven Health Plan. HSAs are employee-owned accounts and allow tax-free reimbursement of qualifying out-of-pocket healthcare expenses. PEBP provides partial funding on behalf of the employee and employees have the option to self-contribute on a voluntary basis through monthly pre-tax payroll deductions. HSAs are regulated by the Internal Revenue Service and calendar year contribution limits apply. HSA funds carry over from year to year. Federal law requires the financial institution that administers the HSA to verify the identity of all account holders. If the account holder's identity cannot be verified when the account is opened, the account holder will have 14 days to provide additional documentation to verify identity. If verification is not completed within 14 days, the HSA account will convert to a Health Reimbursement Arrangement (HRA) for the remainder of the plan year. The next opportunity for you to establish an HSA will be during the open enrollment period for the subsequent plan year.

Health Reimbursement Arrangement (HRA)

HRAs are offered to employees enrolled in the Consumer Driven Health Plan who are not otherwise eligible for the Health Savings Account (HSA) due to having non-high deductible secondary health insurance coverage. The HRA is an employer-owned account that you may use to pay for qualifying out-of-pocket healthcare expenses. PEBP provides funding to the HRA on behalf of eligible employee and employee contributions are not allowed. Employee contributions are not allowed with an HRA.

Continuation of Health Insurance Coverage

Under the federal Public Health Services Act (PHSA), PEBP is required to offer covered employees and covered family members the opportunity for a temporary extension of health coverage at group rates when coverage under the health plan would otherwise end due to certain qualifying events (similar to continuation coverage under the Consolidated Omnibus Budget Reconciliation Act or

COBRA). This notice is intended to inform you and your covered dependents, (in summary fashion), of your potential future options under the continuation coverage provisions of the PHSA law.

Note: Under the Federal health care law, you will be able to buy coverage through the Health Insurance Marketplace. In the Marketplace, you could be eligible for a tax credit that lowers your monthly premiums right away, and you can see what your premium, deductibles, and out-of-pocket costs will be before you make a decision to enroll. Being eligible for COBRA does not limit your eligibility for coverage or a tax credit through the Marketplace. Additionally, you may qualify for a special enrollment opportunity for another group health plan for which you are eligible (such as a spouse's plan), even if the plan generally does not accept late enrollees, if you request enrollment within 30 days.

For detailed information regarding employee benefits, please refer to the PEBP Master Plan Document or the Introduction to Employee Benefits Guide available at www.pebp.state.nv.us or call Member Services at 775-684-7000 or 800-326-5496, or email Member Services at mservices@pebp.state.nv.us.

RETIREMENT PROGRAM

The State of Nevada is interested in contributing to the future as well as the present well-being and financial security of its employees. Additionally, it is our desire to provide employees with a dependable source of income when planning for retirement needs.

Membership

Membership in the retirement system is required for any employee in a position considered to be half-time or more according to the employer's full-time work schedule. The Public Employees' Retirement System (PERS) has over 100,000 active members, consisting of employees from the State of Nevada, most counties and municipalities within the State, school districts, and public hospitals.

Contributions

All base wages earned are subject to retirement contributions. Other pay types must be specifically listed in NRS 286.025 in order to be included in compensation for purposes of PERS. A few exceptions include:

1. Overtime;
2. Holiday pay when the legal holiday occurs on your regular day off;
3. Most boards and commissions pay;
4. All accumulated leave payments made upon termination of employment; and
5. Earnings from secondary employment.

Upon initial appointment; you may select one of two contribution plans:

Employee/Employer Pay Contribution Plan (EEs/ERs): The employee and employer share equally in the contribution to PERS, currently 14.5% each for regular members and 20.75% for police/fire members. Your contributions are subject to withholding for federal income taxes. Your share of the contribution is refundable upon termination. A refund of member contributions cancels

membership in the system and any and all rights to a monthly benefit earned. If you elect the employee/employer-pay plan, you may switch at any time to the employer-paid plan.

Employer Pay Contribution Plan (EPC): Employees may voluntarily choose to participate under the EPC plan. If you elect this plan, you pay your portion of the contribution by way of a salary reduction equal to approximately ½ of the contribution rate on a pre-tax basis. Your employer then pays the contribution to PERS, 28.00% for regular members and 40.50% for police/fire members. Contributions made by your employer under EPC are not deposited to an individual member's account and are not available for refund upon termination of employment. Once you select the EPC, you cannot later choose or go back to the EEs/ERs.

If you are on EPC, you contribute by way of gross salary reduction and are paid at a lower rate than employees on EEs/ERs and defer the payment of federal income taxes. As a result, your take home pay is slightly higher than employees on EEs/ERs.

The following chart illustrates the difference in take-home pay based on the contribution plan for a regular employee with a gross salary of $1,500 per pay period.

SAMPLE CONTRIBUTION PLAN COMPARISON	EEs/ERs	EPC
Gross Salary	$1,500.00	$1,500.00
Reduction for Employer Pay	N/A	$184.21
Adjusted Gross Salary	$1,500.00	$1,315.79
Employee Retirement Contribution	$198.75	N/A
15% Income Tax Withholding	$225.00	$197.37
Take-Home Pay	$1,076.25	$1,118.42

In the chart above, the estimated difference in take-home pay is $60.92 per pay period. Calculations in this table are based on the current Classified Employer Pay Contribution Plan (EPC) Compensation Schedule effective July 2015 and an assumed income tax withholding of 15%.

Service Retirement

If you were hired prior to January 1, 2010: Regular members may retire at age 65 with 5 or more years of service, at age 60 with 10 or more years of service or at any age with 30 years of service. Members covered by the police/fire early retirement provisions may retire at age 65 with 5 or more years of service, 55 with 10 or more years of police/fire service, at age 50 with 20 or more years of police/fire service, at any age with 25 or more years of police/fire service or any age with 30 years of service.

If you were hired on or after January 1, 2010: Regular members may retire at age 65 with 5 or more years of service, at age 62 with 10 or more years of service or at any age with 30 years of service. Members covered by the police/fire early retirement provisions may retire at age 65 with 5 years of service, at age 60 with 10 or more years of police/fire service, at age 50 with 20 or more years of police/fire service, or at any age with 30 years of service.

If you were hired on or after July 1, 2015: Regular members may retire at age 65 with 5 or more years of service, at age 62 with 10 or more years of service, at age 55 with at least 30 years of service or at any age with at least 33 1/3 years of service. Members covered by the police/fire early retirement provisions may retire at age 65 with 5 years of service, at age 60 with 10 or more years of service, or at age 50 with at least 20 years of service.

The computation of retirement benefits for full-time employees is based on three factors:

1. Average compensation – The monthly average of your 36 highest salaried consecutive months based on the Employee/Employer Pay Contribution Plan. If you were hired on or after January 1, 2010, there is a provision that each 12 month period of salary may not increase greater than 10% unless the increase is related to a promotion or assignment.
2. Years of service – If you were hired prior to January 1, 2010, you will receive 2.5% of their average compensation for each year of service earned before July 1, 2001, and 2.67% for each year of service earned on or after July 1, 2001. If you were hired on or after July 1, 1985, you are entitled to a benefit of not more than 75% of their average compensation. If you were hired before July 1, 1985, you are entitled to a maximum of 90% for up to 36 years of service.
3. Selection of Retirement Option and Age of Member and Beneficiary at the time of Retirement – The unmodified retirement allowance (Option 1) is the maximum allowance a member can receive upon retirement. You will receive an early retirement reduction for each full year and prorated for each month you are under full retirement age based on years of service. If you were hired prior to January 1, 2010, you will receive a 4% reduction and if you were hired on or after January 1, 2010, you will receive a 6% reduction for each full year under retirement age. In the event of death, the retirement benefit is further reduced in order to provide for a beneficiary. The reduction is based on your and your beneficiary's age at the time of retirement and the option chosen.

Disability Retirement

If you are a member of PERS who has at least five years of service and you become totally unable to perform your current or any comparable job for which you are qualified because of injury or mental or physical illness of a permanent nature, you are eligible to apply for a disability retirement allowance.

Survivor Benefits

Pursuant to NRS 286.672, eligibility for survivor benefits is established if:

1. The deceased member had 2 years of service in the 2½ years immediately preceding death; or
2. The deceased member was employed in a part-time position at the time of death and had 2 or more years of service in a part-time position and at least 1 day of service within the 6 months immediately preceding death; or
3. The deceased member had ten or more years of accredited, contributing service; or
4. The death of the member was caused by an occupational disease or an accident arising out of and in the course of employment regardless of service credit; or

5. The death of the member occurs within 18 months after termination of employment or commencement of leave without pay where a mental or physical condition required the termination, or leave without pay; or
6. The death of the member occurs while on leave of absence for training and the member met requirements of A, B, C, or E at the time such leave began; or
7. The deceased member is killed in the line of duty or in the course of employment if the date of death occurred on or after July 1, 2013.

Survivor benefits may be available to an employee's spouse or registered domestic partner, children or parent when the conditions above are met. A member may designate a survivor beneficiary and additional payees to receive benefits in the event the member dies unmarried, or if the member and spouse or registered domestic partners die together. More detailed information on qualification for receipt of benefits can be obtained by contacting PERS. (NRS 286.671, 286.6793)

The PERS can be contacted toll free at 1-866-473-7768, for further information or counseling. The PERS website contains publications, benefit and purchase of service calculators, account information and news about retirement. For additional information on the Public Employees' Retirement System, visit the website at www.nvpers.org.

Deferred Compensation

The State offers a deferred compensation plan (457) that is intended to supplement your retirement. Under the deferred compensation program, there is no waiting period and you can voluntarily defer part of your salary on a pre-tax or post-tax ROTH IRA basis for investment purposes. This is a unique way to save money for the future and defer income tax.

The Internal Revenue Code (IRC) and Nevada Public Employees' Deferred Compensation Program established Plan Document strictly defines the conditions under which deferred compensation can be withdrawn. These conditions are: retirement, termination of employment, death, or certified unforeseen emergency. When the money is withdrawn, there is no pre-retirement penalty and it is treated as ordinary income. For additional information, visit the Nevada Deferred Compensation website or contact your personnel or payroll office, or the Deferred Compensation Program administrative staff.

ADDITIONAL BENEFIT PROGRAMS

Workers' Compensation and Disability

As a State employee, you may be eligible to receive workers' compensation benefits if you incur a job-related injury or illness. These benefits may include medical benefits and, if you are unable to work, income maintenance benefits.

You must notify your supervisor of any work-related accident, injury or illness within 7 days of the incident, in writing by completing the Notice of Injury or Occupational Disease form (C-1 form). In any case, if the accident or injury is minor or major, you must notify your supervisor. The C-1 form can be requested from your supervisor or downloaded from the State Risk Management website. You have 90 days from the filing of the C-1 form to seek medical treatment.

If you seek medical treatment, you must notify your supervisor and use a Workers' Compensation medical provider designated by the State and a Claim for Compensation/Physician's Report of Initial Treatment form (C-4 form) must be completed and signed by the physician. A list of

designated medical providers is available on the State Risk Management website. The C-4 form must be filed within 90 days after the date of accident/injury and submitted to your agency as soon as possible. Upon receipt of the C-4 form, and within 6 working days, your agency will complete and submit the Employer's Report of Industrial Injury or Occupational Disease form (C-3 form).

In accordance with the State Early Return to Work Program, if you are temporarily unable to perform your normal job duties, your agency will attempt to place you in a temporary modified duty assignment that accommodates your work restrictions. (NAC 284.600-284.6012) State employees may be reemployed into a position for which they qualify and their permanent restrictions do not preclude them from performing the essential functions of the job. The position must be at or below your pre-injury position grade level. (NAC 284.6014-284.6019)

If you are released to return to work but have permanent restrictions that will not allow you to perform the essential functions of your position, it will be determined whether reasonable accommodation can be made. If not, every effort will be made to place you in a vacant position for which you are qualified and which accommodates your work restrictions.

Employee Assistance Program

The State of Nevada Employee Assistance Program (EAP) is available to assist current State employees (with the exception of the Nevada System of Higher Education and boards and commissions) and their eligible dependents with personal problems or workplace concerns. An eligible dependent is any individual living full-time or part-time in the same household as you, as well as any individual defined as a dependent by the Patient Protection and Affordable Care Act. An eligible dependent does not have to be biologically or legally related to you.

The core of the EAP benefit is traditional counseling providing assessment, short-term counseling, referral, and follow-up services to address personal and work-related issues. You have access to local in-person counseling through the program. Counseling will involve one assessment session and two additional counseling sessions (to include referral, if appropriate).

You may use administrative leave with pay for up to two visits with an EAP counselor, either in-person or over the phone. (NAC 284.589) However, you may also choose to use sick leave, annual leave, or compensatory time. Services provided by the EAP are confidential.

Additionally, work-life services are provided including unlimited customized research and referral support for issues such as child care, elder care, education, government programs, health/wellness, personal convenience, and moving/relocation. The EAP provides unlimited telephonic consultation and information with licensed attorneys for issues such as family law, ID theft, custody, real estate, estate planning, and tax questions. Additionally, it provides local referrals for in-person legal consultation with discounted fees. It also provides unlimited telephonic consultation and information with financial experts on issues such as budgeting, debt, credit, tax issues, retirement planning, and real estate.

Initial access to services will be through either the toll free phone number or the internet. A Master's or Doctoral degree-level counselor will answer the toll free number 24 hours a day, 7 days a week and 365 days a year.

Toll free phone number: **(888) 972-4732** and **TDD (800) 697-0353**
Website: www.guidanceresources.com (**web ID: *STATENV***)

Good Government, Great Employees Award

The Merit Award Program was established in 1967 and renamed "Good Government, Great Employees Award" by the 2011 State Legislature. The program is designed to recognize and reward State employees for suggestions that reduce or eliminate State expenses or improve the operation of State government through enhanced efficiency and productivity. A board of appointed State employees and employee representatives administer the program. The Merit Award Board may authorize cash awards up to 10% of the amount of actual savings. By statute, every State employee who is not a department head or designee is eligible to offer an employee suggestion. Suggestion forms and further information are available on the Division of Human Resource Management website. (NRS 285.030-285.070)

Fraud Hotline

The Division of Internal Audits distributes the Report Fraud, Waste, and Abuse flyer to all State agencies. This flyer contains the phone number to the Fraud hotline and must be conspicuously posted in each public building of your agency. A copy of the notice is also available on the Department of Administration website. You can make a difference by reporting inappropriate use of State funds or federal funds received by a State agency.

ATTENDANCE AND LEAVE

Hours of Employment

Although most offices remain open from 8:00 a.m. to 5:00 p.m., Monday through Friday, many employees work other than the conventional 8:00 a.m. to 5:00 p.m. schedule. You may request a variable/innovative work schedule or be required to work such a schedule, when it is approved by the head of your agency and selected by a majority of the employees in your work unit. Variable/innovative schedules may also be required in agencies where coverage is needed on Saturdays, Sundays and legal holidays. Your supervisor will explain the work schedule for your particular department. (NRS 281.110, 284.180)

- Request for Variable Workday Schedule form
- Request for Variable 80-Hour Work Schedule form – fire protection and law enforcement

Time and Attendance Records

If you are a nonexempt employee, you will be required to provide an accurate accounting of the hours worked and leave used during a pay period, including the specific times at which your shifts start and end. Exempt employees only account for leave used in full-day increments, unless they are approved for partial day absences under the Family and Medical Leave Act. Your agency will provide instructions on these procedures to ensure proper accounting and payment. (NAC 284.5255, 284.5895)

Annual Leave

If you are a new employee working a full-time schedule, you will earn 10 hours (1¼ working days) of annual (vacation) leave for each month of continuous full-time service. You will have accrued 7½ working days of annual leave after six months of full-time service and will be eligible to use leave at this time. Your appointing authority, or his or her designee, must pre-approve annual leave.

If you are a part-time employee, you will earn a prorated amount of annual leave based on full-time equivalent service. After ten years of continuous service, you will earn up to a maximum of

12 hours (1½ working days) of annual leave per month, and, with 15 years of service, up to 14 hours (1¾ working days) per month.

Annual leave that is accrued in excess of 30 working days must be used by January 1st, after which it will be forfeited. To avoid forfeiture, a request for permission to take annual leave must be submitted to your supervisor by October 15th. Annual leave in excess of the 30 working days, which is requested by this date but denied in writing, is eligible for payment. Payment for unused leave will be made by January 31st.

If you separate from State service and have worked at least six months, you will be paid for any unused annual leave you have accumulated. (NRS 284.350, NAC 284.113, 284.538-284.5415)

Sick Leave

If you are a full-time employee, you earn 10 hours (1¼ working days) of sick leave for each month of full-time service. Part-time employees earn a prorated amount based on full-time equivalent service. Sick leave can be used as soon as it is accrued. (NRS 284.355, NAC 284.113, 284.5415)

You may only use sick leave for authorized reasons. Authorized reasons for using sick leave are: an inability to work because of illness or injury, incapacity due to pregnancy or childbirth, medical and dental appointments, family illness (subject to some limitations), and death in the immediate family (typically up to 5 working days). (NAC 284.554)

Nonexempt employees must report any sick leave taken, even if it is for an appointment or part of the day. Exempt employees report sick leave only if absent for a full day.(NRS 284.355, NAC 284.5235, 284.5415, 284.568, 284.5895)

Maternity Leave

Maternity leave is not a special type of leave, but may consist of a combination of sick leave, annual leave, compensatory time, and leave without pay. If you are eligible for the protections under the Family and Medical Leave Act (FMLA), you will be required to use your FMLA entitlement concurrently with applicable leave types, unless you are receiving short term disability benefits. For more information regarding the FMLA as it applies to State employees, a Family and Medical Leave Act (FMLA) Overview document is available on the Division of Human Resource Management website.

Family Illness

If there is an illness or a medical, optometric, or dental service or examination in your immediate family requiring your attendance, you may use your accumulated sick leave, not to exceed 120 hours in any one calendar year. Your appointing authority may approve an exception to the 120-hour limit; however, the request must be in writing and accompanied by a certification from a health care provider that verifies the need. In addition, you are not subject to this 120-hour limitation if the leave is approved under the Family and Medical Leave Act. Immediate family (with regard to family illness) is defined as an employee's parents, spouse, children (regardless of age), brothers, sisters, grandparents, great-grandparents, uncles, aunts, nephews, grandchildren, nieces, great-grandchildren and stepparents; and, if they are living in the employee's household, the employee's father-in-law, mother-in-law, son-in-law, daughter-in-law, grandfather-in-law, grandmother-in-law, great-grandfather-in-law, great-grandmother-in-law, uncle-in-law, aunt-in-law, brother-in-law, sister-in-law, grandson-in-law, granddaughter-in-law, nephew-in-law, niece-

in-law, great-grandson-in-law, and great-granddaughter-in-law. (NAC 284.5231, 284.52315, 284.5235, 284.5237, 284.52375, 284.558)

Death in the Family

In the event of death within the immediate family, up to 5 working days of sick leave may be used. The appointing authority may approve additional time in instances where extended travel is involved. Immediate family in regard to this is defined as: parents, spouse, children, brothers, sisters, grandparents, great-grandparents, uncles, aunts, nephews, grandchildren, nieces, great-grandchildren, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandfather-in-law, grandmother-in-law, great-grandfather-in-law, great-grandmother-in-law, uncle-in-law, aunt-in-law, brother-in-law, sister in-law, grandson-in-law, granddaughter-in-law, nephew-in-law, niece-in-law, great-grandson-in-law, great-granddaughter-in-law, step-parents and step-children. (NAC 284.52315, 284.5237, 284.562)

Sick Leave Payoff

Upon retirement or voluntary termination or in the event of death while in public employment, you or your beneficiaries are entitled to payment for your unused sick leave in excess of 30 days up to the following maximum amounts, provided you have at least 10 years of service:

Years of Service	Maximum Payoff Amount
10 but less than 15	$2,500
15 but less than 20	$4,000
20 but less than 25	$6,000
25 or more years	$8,000

Additionally, you may be eligible to receive a portion of your unused sick leave accrued but not carried forward (also known as special sick), when you leave State service. (NRS 284.355)

Use the following formula and example to determine the amount of payoff:

Formula:

Special Sick Leave Hours Accrued & Not Carried + **120 Hours Accrued Regular Sick Leave** ÷ **2** × **Rate of Pay** = **Payment Amount**

Example:

70 Special Sick Leave Hours + **120 Hours Accrued Regular Sick Leave** ÷ **2** × **$16.31** = **$1,549.45**

Employee Rights and Responsibilities under the Family and Medical Leave Act

Basic Leave Entitlement – FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

The State of Nevada provides the required up to 12 weeks of unpaid, job-protected leave to eligible employees for the above reasons and certain military family qualifying exigencies (see Military Family Leave Entitlements below) during a "rolling" 12-month period measured backward from the date an employee uses FMLA leave.

Military Family Leave Entitlements – Eligible employees whose spouse, son, daughter or parent is on covered active duty or called to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions, other than dishonorable, at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections – During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements – Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer, within 75 miles.

***Special hours of service eligibility requirements apply to airline flight crew employees.**

Definition of Serious Health Condition – A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave – An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave – Employees may choose, or employers may require, use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

The State of Nevada requires use of applicable accrued paid leave while taking FMLA leave. Employees must comply with the State of Nevada's and the agency's normal paid leave policies. If an employee meets the FMLA eligibility requirements and has a qualifying FMLA leave event, the employee must take FMLA leave and exhaust his or her applicable accrued leave concurrently with the FMLA leave, unless the employee is receiving short term disability benefits. If an employee is eligible for FMLA leave due to a work-related injury or illness, the employee must take FMLA leave and may choose to use his or her applicable accrued leave concurrently with FMLA leave.

Employee Responsibilities – Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees may be required to provide a certification and periodic recertification, supporting the need for leave.

Employer Responsibilities – Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required, as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers – FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement – An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.
For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV
(U.S. Department of Labor, Employment Standards Administration, Wage and Hour Division, WHD Publication 1420, Revised February 2013).

For more information regarding the FMLA as a State of Nevada Executive Branch employee, a Family and Medical Leave Act (FMLA) Overview document is available on the Division of Human Resource Management website.

Holidays

If you are a full-time nonexempt employee, you may be entitled to eight hours of holiday pay. (Under certain circumstances, an employee may earn additional holiday pay). To qualify, you must be in "paid status" for a portion of your scheduled shift before the holiday. (NAC 284.0742) As a part-time nonexempt employee, you may qualify for holiday pay if the holiday falls on your scheduled workday. If this is the case, you will be paid the equivalent amount you would have been paid if there had not been a holiday. Check with your supervisor or personnel representative if you have a question regarding eligibility for pay.

If you are a full-time nonexempt employee and your day off coincides with a legal holiday, your appointing authority may adjust your work schedule for the week, credit your account with eight hours of compensatory time at the straight-time rate, or pay you for the holiday.

Exempt employees receive their regular salary during a week in which a holiday occurs, regardless of whether they work or have the day off.

The holiday schedule for State employees is established by the Legislature. The following are legal holidays for State employees:

January 1st	New Year's Day
Third Monday in January	Martin Luther King Jr.'s Birthday
Third Monday in February	Washington's Birthday
Last Monday in May	Memorial Day
July 4th	Independence Day
First Monday in September	Labor Day
Last Friday in October	Nevada Day
November 11th	Veterans Day
Fourth Thursday in November	Thanksgiving Day
Friday following the fourth Thursday in November	Family Day
December 25th	Christmas Day

When January 1st, July 4th, November 11th, or December 25th falls on a Saturday, the preceding Friday is the observed legal holiday. If these days fall on Sunday, the following Monday is the observed legal holiday. (NRS 236.015, NAC 284.255-284.257)

Catastrophic Leave

You may qualify for catastrophic leave if you or a member of your immediate family is affected by a serious illness, accident, or a motor vehicle crash which is life-threatening or which requires a lengthy convalescence or there is a death of an immediate family member. For this purpose:

1. "Lengthy convalescence" means a period of disability that an attending physician expects to exceed 10 consecutive weeks.
2. "Life threatening" means a condition that is diagnosed by a physician as creating a substantial risk of death.
3. For illness, "Immediate family" has the meaning ascribed to it in NAC 284.5235.
4. For death, "Immediate family" has the meaning ascribed to it in NAC 284.562.

In addition to the above requirements, you must have exhausted all of your accrued sick leave, annual leave, and compensatory time, and you must receive approval from your appointing authority or the Committee on Catastrophic Leave to be eligible for catastrophic leave donations. The maximum number of hours of catastrophic leave you can be approved to use in a calendar year is 1,040.

As an employee of the State, you are permitted to donate up to a maximum of 120 hours of annual leave and/or sick leave each calendar year. Your sick leave balance, however, must not fall below 240 hours as a result of such donation.

You may donate to your agency catastrophic leave bank, if your agency has one, or you may also donate leave directly to a catastrophic leave account for use by a specific employee in any branch of State government who is approved to receive such leave.

If you have questions regarding the approval of leave or donation of leave to an account, you should contact your personnel representative. (NRS 284.362-284.3629, NAC 284.562, 284.575-284.577)

Administrative Leave with Pay

Your appointing authority may grant administrative leave with pay to you:

1. To relieve you of your duties during the active investigation of a suspected criminal violation or an alleged wrongdoing;
2. For up to 2 hours to donate blood;
3. To relieve you of your duties until your appointing authority receives the results of a screening test for alcohol and/or drugs;
4. When your appointing authority initiates the leave, not to exceed 30 days, in order to obtain the results of an examination concerning your ability to perform the essential functions of your position;
5. To remove you from the work environment, not to exceed 30 days, when you have committed an act of violence or threatened to commit an act of violence; or
6. To attend a general employee-benefits orientation or an educational session relating to employee benefits.

Your appointing authority, upon the approval of the Risk Management Division of the Department of Administration, may extend the period of administrative leave with pay granted to you:

1. To obtain the results of an examination concerning your ability to perform the essential functions of your position; or
2. To remove you from the work environment, when you have committed an act of violence or threatened to commit an act of violence.

Your appointing authority or the Division of Human Resource Management may grant administrative leave with pay to you for:

1. Participation in, or attendance at, activities which are directly or indirectly related to your job or employment with the State, but which do not require your participation or attendance in an official capacity as a State employee;
2. Your safety during an emergency when employees have been authorized by the Governor not to report to work or to leave work before the end of their shifts during the emergency (your appointing authority may designate certain employees as essential and notify them that they are required to report to work);
3. The closure of your office or work site caused by a natural disaster, pandemic or other similar adverse condition when you are scheduled and expected to be at work; or
4. The closure, as a result of a pandemic, of a school or a center or facility that provides day care services which is attended by your dependent child or the temporary cancellation, as a result of a pandemic, of a program attended by your dependent child (your appointing authority may designate certain employees as essential and notify them that they are required to report to work).

Your appointing authority or the Division of Human Resource Management shall grant administrative leave with pay to you if the request is for a reasonable amount of time, is made at least 2 weeks prior, unless impractical, and your absence will not cause an undue hardship to operations of your appointing authority or adversely impact the services provided to clients for your appearance:

1. As an aggrieved employee or a witness at a hearing of the Employee-Management Committee;
2. As an appellant or a witness at a hearing to determine reasonableness of dismissal, demotion or suspension; or
3. Appearance to provide testimony at a meeting of the Personnel Commission.

Your appointing authority shall grant administrative leave with pay to you for:

1. The initial appointment and one follow-up visit to receive counseling through an employee assistance program provided in-person or telephonically;
2. Attendance at a health fair or related event coordinated by Public Employees' Benefits Program;
3. Serving as a representative of State employees on a statutorily created board or committee;
4. Up to a total of eight hours to prepare for all hearings regarding your suspension, demotion or dismissal; or
5. Up to a total of eight hours to prepare for all hearings regarding your involuntary transfer. (NAC 284.589)

Civil Leave with Pay

In most cases, if you are required to serve on a jury or as a witness in court or at an administrative hearing, you will be given civil leave with pay. NRS 6.190 outlines the hours you may not be required to work in relation to your service as a juror as well as your requirement to provide your agency notice of your summons at least 3 days before your required appearance.

You may keep jury or witness fees paid to you when you serve on a jury or as a witness in a court or at an administrative hearing when the action is not related to your job, and if the State has not provided payment for the same purpose. When you serve as a witness in your official capacity as a State employee as part of your required duties or as a witness, during your normal working hours, you must accept any witness fee offered and relinquish it to your agency.

Civil leave with pay will also be granted if:

1. You need time off to vote and it is impractical to vote before or after your hours of employment;
2. You are an acting volunteer firefighter, emergency medical technician, volunteer ambulance driver or attendant, or reserve member of a police department or a sheriff's department; or
3. Your absence from the job is necessary to meet a disaster or emergency and your appointing authority approves it. (NRS 281.147, 284.149, 284.357, 293.463, NAC 284.582-284.587)

Military Leave

If you are an active member of the Reserves or National Guard, you will be given a leave of absence with pay for up to a maximum of the number of hours equivalent to 15 working days in any one calendar year (Office of the Military calculates based on the federal fiscal year) in order to perform active military service (e.g. training, deployment). Additionally, if you are an active member of the Reserves or National Guard, and your regular work schedule includes Saturday and/or Sunday, you are entitled to receive the difference between your regular compensation as a State officer or

employee and your military pay for military training scheduled on a Saturday and/or Sunday, up to the number of hours equivalent to 24 working days in a calendar year (Office the Military calculates based on the federal fiscal year). (NRS 281.145, NAC 284.5875)

If you perform qualifying military service (e.g. service in time of war) during your employment with the State of Nevada, you will be granted a leave of absence for the period of your military service plus a period up to 90 days. (NRS 284.359)

If you are an employee who performs active military service in the Armed Forces, Commissioned Corps of the United States Public Health Service, or any other category designated by the President or Governor, "in time of war or emergency," you are entitled to civil leave with reduced pay for the period of such service. The reduced pay is the difference between your gross State pay and your gross pay for uniformed service. (NRS 284.358)

Additional information regarding State employees' military service rights can be found in the Overview of the Uniformed Services Employment & Reemployment Rights Act (USERRA) which is located on the Division of Human Resource Management website.

Release Time for State Examinations

Release time during normal working hours will be provided to you if you qualify to participate in any examination given by the Division of Human Resource Management or its designated representative, provided you give reasonable notice to your immediate supervisor. A formal interview with the hiring State agency is considered part of the examination process. Release time within your normal workday will be considered the same as time worked. However, hours used for this purpose exceeding the normal workday or workweek do not qualify for overtime. (NAC 284.353)

Leave of Absence without Pay

A leave of absence without pay may be approved for up to one year by your appointing authority for any satisfactory reason. The Personnel Commission, upon recommendation of your appointing authority, may grant a leave of absence without pay in excess of one year, for purposes deemed beneficial to the public service. (NRS 284.360, NAC 284.578)

Shift Trading

You may enter into a written agreement to trade shifts with another employee who is also employed by your agency if you and the other employee each enters the agreement voluntarily, performs work in the same class, and obtains approval from your appointing authority. (NAC 284.228)

Reporting Absences

If you are absent from work, you are required to report the reason for your absence to your supervisor or designated representative as prescribed by your agency. You are also required to record the absence on your timesheet.

Any unauthorized or unreported absence may be grounds for disciplinary action. Your appointing authority may dismiss you for any absence without approved leave for three consecutive days during which you are scheduled to work. If you are physically unable to report your absence, you should have someone else do it for you. (NAC 284.5895, 284.594, 284.646)

FEDERAL LAWS AND STATE POLICIES

Equal Employment Opportunity and Affirmative Action

It is the policy of the State of Nevada that employee recruitment, appointment, assignment, training, compensation, and promotion shall occur on the basis of merit and without regard to race, gender, sexual orientation, gender identity or expression, religion, color, national origin, age, pregnancy, political affiliation, or disability. Ensuring equal employment opportunity is the responsibility of all State officials, managers, supervisors, and employees.

Additionally, as an equal employment opportunity employer, the State of Nevada encourages all its agencies to actively pursue, in good faith, effective affirmative action programs. Such programs are designed to remove barriers to equal employment opportunity, while ensuring the effectiveness of the State merit system. Affirmative action is a comprehensive, result-oriented effort to ensure that equal employment opportunity is achieved. It encourages diversity in the work force in that the composition of State government mirrors the public it is serving.

Sexual Harassment and Discrimination Policy

Sexual harassment is a form of discrimination that is unlawful under State and federal statutes. The State of Nevada regards it as a very serious offense that, under certain conditions, can lead to termination even on the first occurrence. "Sexual harassment" means unwelcome sexual advances, requests for sexual favors, or any conduct of a sexual nature when:

1. Submission to such speech or conduct is made either explicitly or implicitly a term or condition of a person's employment; or
2. Submission to or rejection of such speech or conduct by a person is used as the basis for employment decisions affecting that person; or
3. Such speech or conduct has the purpose or effect of unreasonably interfering with a person's work performance or creating an intimidating, hostile, or offensive working environment.

Employees have the right to raise the issue of sexual harassment or discrimination without reprisal. If you believe you have been a victim of sexual harassment or discrimination, you are encouraged to advise the person you believe to have engaged in sexual harassment or discrimination, that the conduct is unwelcome, undesirable, or offensive. If you elect not to confront the alleged harasser or if the conduct persists after your objection, you should inform your supervisor, next level of authority, or Human Resources. Harassment is an organizational problem and the State wants to know about it so that prompt and appropriate action can be taken to ensure that no further incidents occur with the present victim or other employees in the future. If you experience or witness sexual harassment or discrimination, you should report it by doing one of the following:

- Report the incident(s) to your agency coordinator;
- File an online complaint at: http://neats.state.nv.us;
- Complete form Sexual Harassment or Discrimination Complaint form (NPD-30) located on the Division of Human Resource Management website; or
- Call the Division of Human Resource Management's Harassment/ Discrimination Hotline at (800) 767-7381.

Employees are also entitled to file a complaint with the Equal Employment Opportunity Commission, the Nevada Equal Rights Commission, or consult with an attorney or labor representative.

The State's policy prohibits retaliation against employees who bring sexual harassment or discrimination charges or assist in investigating charges. Any employee bringing a sexual harassment or discrimination complaint or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment, nor discriminated against or discharged because of the complaint. Failure to participate in any investigation of alleged discrimination, including an investigation concerning sexual harassment, may lead to disciplinary action. (NRS 233.160, 613.330, 613.405, NAC 284.650, 284.771)

SAFETY AND HEALTH PROGRAMS

State of Nevada agencies have written safety programs that outline policies and procedures concerning employee safety. These programs identify specific safety training requirements and accident investigation procedures, provide for safety inspections and corrective action, and establish specific safety rules for your job. Most agencies have a safety committee that identifies and reviews employee safety concerns.

You are expected to follow all safety rules established by your agency, the State of Nevada, and the federal government. You are also expected to practice safe job procedures and to avoid situations that could jeopardize your safety or the safety of your fellow workers. Since employees on the job are frequently more aware of unsafe conditions than anyone else, employees are expected to report these conditions immediately, and to make recommendations and suggestions for improvement and corrective actions.

The Department of Administration, Risk Management Division, Occupational Safety and Health Administration's (OSHA's), Safety Consultation and Training Section (SCATS), and OSHA's Enforcement Division are available to all State agencies for consultation regarding safety related matters. OSHA's Enforcement Division may be contacted to respond to safety hazards that are not addressed or corrected by an agency.

Additional information can be found at the respective websites at:
http://risk.nv.gov/.
http://www.4safenv.state.nv.us/
www.dirweb.state.nv.us/OSHA/osha.htm

Workplace Violence

The personal safety and health of each employee is of primary importance. It is the responsibility of all employees to support safety and health programs by reporting any threats received or restraining orders granted against a disgruntled spouse, domestic partner, acquaintance, or others. You must report all incidents of direct or indirect threats and actual violent events to a supervisor, and the matter will be treated seriously. A direct or indirect threat and/or actual violence will be documented and reported to both the Attorney General's office and the Department of Administration, Risk Management Division using the report form found on their website http://risk.nv.gov/LP/WV/. All incidents will be immediately investigated and appropriate action taken. (NAC 284.646-284.650)

Alcohol and Drug-Free Workplace

The State of Nevada has a zero tolerance for employees who consume alcohol or drugs while on duty, report to work in an impaired condition, or unlawfully possess drugs while on duty, at a work site, or on State property (see the State's Alcohol/Drug Free Workplace policy). Included in the State of Nevada Alcohol and Drug Program are provisions for pre-employment drug testing of applicants for designated positions affecting public safety and the testing of employees when there is reasonable suspicion (i.e. objective evidence) that an employee may be under the influence of alcohol and/or drugs, following a work-related accident or injury, and before returning to work following a positive test result.

The State's allowable concentration of alcohol in the blood and/or breath is 0.02 for employees on duty. This is a more stringent standard than those used by law enforcement for the general population. This standard was established to ensure that you have the ability to safely and efficiently perform your assigned duties. If you violate this policy, you will be subject to disciplinary action. If you test positive for the first time in a screening test, and have committed no other acts for which you are subject to termination during the course of conduct giving rise to the screening test, you will be referred to an employee assistance program for consultation. If you have been convicted of driving under the influence while on State business, you will be subject to disciplinary action up to and including termination.

If you are convicted of violating any State or federal law prohibiting the sale of a controlled substance, you will be subject to termination.

The State's policy is applicable to all classified and unclassified employees. The policy does not restrict agencies from augmenting the provisions of this policy with additional policies and procedures that are necessary to carry out the regulatory requirements of the Drug-Free Workplace Act or Title 49 Code of Federal Regulations (CFR) Part 40 & Part 382. A copy of the State of Nevada Alcohol and Drug Program may be obtained on the Division of Human Resource Management website. (NRS 193.105, 284.406-284.407, 453A.800, NAC 284.650-284.653, 284.880-284.894)

Smoking Policy

State law prohibits smoking in public buildings. (NRS 202.2491). This policy applies to buildings that are either owned or leased by the State and are managed by the State Public Works Division's Buildings & Grounds unit. Contact your agency personnel representative for information regarding smoking policies that may apply specifically to the building in which you work. Smoking is prohibited in, near, or adjacent to any entrance or exit of any public building. The "no smoking zone" is a minimum of 30 feet, and a smoking location must be far enough away from the entrance or exit of any public building so that no smoke will drift or travel into the building or be smelled by any person entering or exiting the building. Authorized smoking locations must be outdoors in an area that is safe and free from any hazardous chemicals, materials, or conditions.

Driving State Owned Vehicles or Personal Vehicle for Official State Business

Each employee who operates a vehicle for official State business is required to take and pass the 4 hour Defensive Driving class offered by Risk Management, and to take the online refresher course every four years thereafter. The Defensive Driving Training Requirement memorandum explains this requirement and may also be found on the Risk Management website. You are responsible for following all motor vehicle laws and must operate the vehicle in a safe manner at all times.

Pursuant to subsection 2 of NRS 284.4065, your appointing authority may request that you submit to a screening test for drugs and/or alcohol if during the performance of your duties, you drove a motor vehicle in such a manner as to cause bodily injury to yourself or another person, or substantial damage to property. Per NAC 284.888, "substantial damage to property" includes, but is not limited to (1) the operation of a motor vehicle in such a manner as to cause more than $500 worth of property damage; or (2) the operation of a motor vehicle in such a manner as to cause two property accidents within a 1-year period.

Employees who test positive for a controlled substance and/or are found to have a blood alcohol content of more than 0.02% can be denied workers' compensation benefits and are subject to disciplinary measures. Additionally, the employee can be held responsible for the vehicle's insurance deductible.

EMPLOYEE ORGANIZATIONS

You may join and participate in employee organizations of State and government employees and take an active part in the formulation of programs and objectives of such organizations. Participation as an officer, committee member, or in any other capacity is your personal choice. (NRS 284.425)

PROHIBITIONS AND PENALTIES

There are very few limitations on your personal activities as a State employee. Some agencies have defined restrictions more exactly than others because of the nature of the agency's functions. Check with your employing agency for precise prohibitions.

In general, you are not permitted to engage in any employment, activity, or enterprise that conflicts with your duties as a State employee. The nature of these conflicts is determined by your agency's appointing authority and a copy of these restrictions will be made available to you. You are prohibited from accepting, from any other source, payment for duties you perform as part of your regular job assignment. You are expected to devote your full attention and efforts to your assigned tasks during your hours of State employment. (NAC 284.738-284.770)

Disclosure of Improper Governmental Action

The law specifically encourages any State officer or employee to disclose improper governmental action to the extent not expressly prohibited by law. It is the intent of the Legislature to protect your rights, should you make such a disclosure. "Improper governmental action" means any action taken by a State officer or employee in the performance of his or her official duties, whether or not the action is within the scope of his or her employment, which is:

1. In violation of any State law or regulation;
2. An abuse of authority;
3. Of substantial and specific danger to the public health or safety; or
4. A gross waste of public money.

State officers and employees are prohibited by State law from using their authority or influence to prevent your disclosure of improper governmental action. "Official authority or influence" includes taking, directing others to take, recommending, processing, or approving any personnel

action such as an appointment, promotion, transfer, assignment, reassignment, reinstatement, restoration, reemployment, evaluation, or other disciplinary action.

NRS 281.641 sets forth the appeal process in the event reprisal or retaliatory action is taken against a State officer or employee who discloses improper governmental action. Any claim of reprisal or retaliatory action must be filed with the Division Administrator of the Division of Human Resource Management within 10 working days after the alleged reprisal or retaliation occurred. The claim must be submitted on the "Whistleblower" Retaliation form (NPD-53 form) provided on the Division of Human Resource Management website. You may contact the Division of Human Resource Management for more information. (NRS 281.611-281.671)

Discipline

If your performance as an employee for the State falls below standard your supervisor will inform you promptly and specifically of the deficiencies. If you are a permanent employee and your conduct comes under one of the causes for action listed in NAC 284.646, 284.650, or your agency prohibition and penalties, you will be subject to discipline. Disciplinary action will typically be of a progressive nature depending on the severity of the offense.

A discussion of the specific types of disciplinary actions, including oral warnings, written reprimands, suspensions, demotions, and dismissals, can be found in NRS 284.383 and NAC 284.638-284.656.

Policy on Honorarium

State law prohibits public employees and public officers from accepting or receiving an honorarium, defined as the payment of money or anything of value, for an appearance or speech while acting in the capacity of a public officer or public employee. (NRS 281A.510)

Political Activity

Employees may vote as they choose and express their political opinions on any or all subjects without recourse, except that no employee may:

1. Directly or indirectly solicit or receive, or be in any manner concerned in soliciting or receiving, any assessment, subscription, or monetary or non-monetary contribution for a political purpose from anyone who is in the same department and who is a subordinate of the solicitor;
2. Engage in political activity during the hours of State employment to improve the chances of a political party or a person seeking office, or at any time engage in political activity to secure a preference for a promotion, transfer, or increase in pay. (NAC 284.770)

The Federal Hatch Act, as amended in Title 5 U.S.C. 1501–1508, prohibits certain types of political activity on the part of State employees whose principal employment is in a federally funded program.

EMPLOYEE DISPUTE RESOLUTION

Mediation

Mediation is offered to employees as a voluntary, informal, and confidential process that may be beneficial in assisting disputing parties in reaching a workable resolution to a particular situation.

The mediation process is not designed to limit or replace established grievance or complaint procedures, but serves as a supplement to the more formal process.

This program allows employees the opportunity to discuss issues and clear up misunderstandings, determine the underlying causes of concerns, find areas of agreement and ultimately formalize a resolution to those issues in a written agreement.

You may make a request to management, your agency coordinator, and/or the Mediation Program Administrator of your needs or intent to enter into the process, with the understanding that all involved parties must voluntarily agree to mediate.

The mediation policy, forms, and general information may be found on the Division of Human Resource Management website.

Grievance Procedure

It is State policy to ensure that employees receive fair and equitable treatment. The Division of Human Resource Management supports employee-supervisor relations by encouraging communication and reconciliation of work-related problems. The grievance procedure is available for expressing legitimate dissatisfaction without fear of criticism or retaliation.

If you are aggrieved by an action that relates, but is not limited, to such issues as working conditions, discipline, a report on performance, or the inconsistent application of policies and procedures, you may file a written grievance. Before filing a grievance, you should attempt to resolve the situation through informal discussions with your supervisor.

It is important to note that a grievance must be filed within 20 working days after the date of the event you are grieving or the date that you learned of the event. Grievances regarding reports on performance must be filed within 10 working days after you have received the final decision of your appointing authority. The specified period to resolve a grievance may be extended if you and your agency enter into a written agreement on the Agreement to Extend Grievance Filing Periods form. Please note that a grievance must include a proposed resolution. You may file a grievance electronically via the NEATS homepage or hard copy forms are available through the Division of Human Resource Management website and your agency personnel office. Information on how to file a grievance may be found on the Grievance FAQ's. (NAC 284.658 through 284.697)

Appeal of Suspension, Demotion, or Dismissal

Except as otherwise provided in NAC 284.646 and 284.6563, the *Nevada Administrative Code* requires an appointing authority, who proposes to suspend, demote or dismiss an employee, to provide the employee with at least 10 working days' written notice. A pre-disciplinary hearing with the appointing authority or a designated representative is also required. Following the hearing, the employee must be informed in writing of the appointing authority's decision regarding the proposed action on or before its effective date. If you are a permanent employee and are suspended, demoted, or dismissed, you may appeal to one of the hearing officers provided by the Personnel Commission using the Request for Hearing Regarding Dismissal, Suspension, Demotion, or Involuntary Transfer form found on the Division of Human Resource Management website. Appeals must be submitted within 10 working days to the Division Administrator of Human Resource Management. You may also appeal an involuntary transfer if you believe the transfer was made for the purpose of harassing you. (NRS 284.376, 284.390, NAC 284.656)

SEPARATIONS

Separation from State service includes both voluntary and involuntary terminations. The following discusses voluntary resignations from State service and involuntary terminations as a result of a layoff or discharge.

Resignation

It is important to the State to have adequate advanced knowledge of an employee's desire to terminate his or her employment. You are expected to submit your resignation at least two weeks prior to the intended termination date. Once your resignation is accepted by your appointing authority, you may not revoke your resignation after 3 working days, unless your appointing authority agrees to the revocation. Your resignation must be submitted on the Resignation from State Service form available on the Division of Human Resource Management website. (NRS 284.381, NAC 284.602)

Layoff

In the event it becomes necessary to reduce the workforce due to a shortage of work or money, the abolition of a position or some other material change in duties or organization, nonpermanent employees must be separated from service before permanent employees. If it becomes necessary to lay off permanent employees, the order of layoff will be based on seniority.

If you are a permanent employee affected by a layoff, you will have reemployment rights. You may also be eligible for unemployment compensation for the period during which you are unemployed. The State of Nevada's Department of Employment, Training and Rehabilitation, Employment Security Division determines eligibility and benefits for unemployment compensation. Contact the Division of Human Resource Management regarding reemployment. (NAC 284.612-284.632)

Discharge

New hires serving probationary periods and who have not attained permanent status in a class during continuing employment may be terminated at any time for any legal reason. (NRS 284.290, NAC 284.458)

If you have completed the required probationary period and attained the status of a permanent employee, you can only be terminated for cause or as a result of a physical, mental, or emotional disorder which results in your inability to perform the essential functions of your job.

Grounds for disciplinary action are set forth in NAC 284.650 and must be described as part of the notice and hearing requirements in NAC 284.6563 when dismissal is proposed. In accordance with the notice and hearing requirements, if you are recommended for termination, you must be given at least 10 working days' written notice of the proposed action, with the exceptions as provided in NAC 284.646 and NAC 284.6563. A hearing must be scheduled between you and the appointing authority or his or her designated representative to discuss the proposed action before a final decision is rendered by your appointing authority.

STRIKES AGAINST THE STATE

Strikes against the State of Nevada are illegal. (NRS 288.230)

GLOSSARY OF TERMS

The definition of some terms have been abbreviated. Unless the context requires otherwise, the terms as used in this handbook have the following meanings:

"Appointing authority" is an official, board or commission having the legal authority to make appointments to positions in the State service, or a person to whom the authority has been delegated by the official, board, or commission. (NAC 284.022)

"Appointment" means the acceptance by an applicant of an offer of employment by an appointing authority and their mutual agreement as to the date of hire. (NAC 284.023)

"Automatic advancement" means the progression of an employee through a class series to the authorized grade of the position, but not exceeding the journey level.

"Break in service" means any separation from State service, except for those separations listed in NAC 284.598. (NAC 284.026)

"Class" is a group of positions sufficiently similar with respect to their duties and responsibilities that the same title may be reasonably and fairly used to designate each position allocated to the class, substantially the same tests of fitness may be used, substantially the same minimum qualifications may be required and the same schedule of compensation may be applied with equity. (NAC 284.030)

"Class series" means the normal line of progression from training, entry, or preparatory levels to supervisory or administrative levels within a job specialty so that the minimum qualifications, tests of fitness and the duties and responsibilities of each class are similar, but different in level. (NAC 284.034)

"Class specification" means a written description of a class, consisting of a title, a definition, examples of duties and the minimum qualifications that are required. (NAC 284.036)

"Classification" means the systematic process of analytically grouping and allocating positions to classes based on the similarity of actual duties and responsibilities. (NAC 284.038)

"Classification plan" means a listing of all the classes that have been established, the class specifications, and the grade to which each is assigned. (NAC 284.042)

"Classified service" is comprised of employees, other than non-classified, unclassified or elected officers, who are selected and governed by the State's merit system as found in the *Nevada Administrative Code* and *Nevada Revised Statutes*.

"Continuous service" means service that is not broken by a separation except for those separations listed in NAC 284.598. (NAC 284.0525)

"Date of hire" means the date an employee begins or, after a break in service, resumes his paid employment with the State. (NAC 284.053)

"Demotion" is any movement of an employee to a class having a lower grade than the class previously held.

"Eligible person" means any person who applies, is eligible, competes, and successfully passes all phases of an examination and is placed on an appropriate eligible list. (NAC 284.057)

"Employee" is a person legally holding a position in the public service as defined in NRS 284.015. (NAC 284.062)

"Essential functions of a position" means the fundamental job duties of the employment position. (NAC 284.120)

"Exempt classified employee" means an employee in the classified service who is an executive, administrative or professional employee within the meaning of the Fair Labor Standards Act and who is either the head of a department, division or bureau, or a doctoral level professional. (NAC 284.0637)

"Full-time employee" means an employee whose work schedule is equal to 100% of the full-time equivalency (FTE) established for the position. (NAC 284.0639)

"Gender identity or expression" is the gender-related identity, appearance, expression or behavior of a person, regardless of the person's assigned sex at birth.

"Genetic information" means information that is obtained from genetic testing of a person, obtained from genetic tests of a family member of a person, or relates to the manifestation of a disease of disorder in a family member of a person.

"Grade" means the number assigned by the Division of Human Resource Management to identify the range of pay for a class. (NAC 284.066)

"Holiday" means a day that is designated to be a legal holiday pursuant to NRS 236.015. (NAC 284.0663)

"Division of Human Resource Management" refers to the staff of the State of Nevada's Division of Human Resource Management.

"Innovative workweek" means a work schedule that differs from a standard or nonstandard workweek. (NAC 284.067)

"Merit salary increase" is an increase in salary granted on an employee's pay progression date when the employee has a performance rating that is standard or better and has not attained the top of the grade.

"NAC" means the *Nevada Administrative Code*.

"Nonclassified employee" means an employee in the Office of the Governor or the Judicial or Legislative branch of State government. (NAC 284.070)

"Nonexempt employee" means, for the purposes of overtime, an employee is eligible for time and one-half compensation. (NAC 284.071)

"Nonstandard workweek" means a work schedule of five shifts with the same number of hours each day and a maximum of 40 hours per week throughout the year. The work schedule is other than Monday through Friday. (NAC 284.072)

"NRS" means the *Nevada Revised Statutes*.

"Paid status" means the time that an employee is working, on leave with pay (except catastrophic leave), or on a leave of absence pursuant to NAC 284.580. (NAC 284.0742)

"Part-time employee" means an employee whose work schedule is less than 100% full-time equivalency (FTE) for an employee's pay class designation. (NAC 284.0746)

"Pay progression date" means the date on which an employee completes one year of employment equivalent to full-time service following the appointment to his or her current grade, except as otherwise provided in NAC 284.182. (NAC 284.075)

"Permanent employee" is a classified employee who has successfully completed the probationary period for any class held during continuous classified service. The term does not include a person serving a new probationary period as required by subsection 8 of NAC 284.630 or subsection 2 of NAC 284.6018. (NAC 284.076)

"Permanent status" means the standing achieved in a class when:

1. An employee has successfully completed the probationary period for the class;
2. The appointment does not require a new probationary period and the employee does not hold another type of status of appointment for the class. (NAC 284.078)

"Position" is a group of duties and responsibilities that have been assigned to a single job. (NAC 284.086)

"Promotion" means an advancement to a position in a class that has a higher grade than the class previously held, except as otherwise provided in NAC 284.462. (NAC 284.088)

"Promotional appointee" means any employee who has remained continuously employed in the State service but has not yet completed the probationary period that is designated for the class to which the employee has been promoted.

"Rating of performance" means the overall rating of an employee's performance efficiency, character and conduct that is included in the report on performance of the employee. (NAC 284.0915)

"Reappointment" means a noncompetitive appointment of a current employee to a class formerly held or to a comparable class. (NAC 284.065)

"Reasonable accommodation" means any change or adjustment to a job or work environment that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or enjoy the benefits and privileges of

employment equal to those enjoyed by employees without disabilities, without creating an undue hardship on the employer. (NAC 284.120)

"Reclassification" means a reassignment or change in allocation of a position by:

1. Raising it to a class with a higher grade;
2. Reducing it to a class with a lower grade; or
3. Moving it to another class at the same grade on the basis of significant changes in kind, difficulty or responsibility of the work performed.

"Reemployment" means a noncompetitive appointment of a current or former employee to a class for which he has reemployment rights, as provided in the NAC, because of military service, layoff, a permanent disability arising from a work-related injury or occupational disease, seasonal separation, reallocation, or reclassification of his position to a lower grade. (NAC 284.095)

"Reinstatement" means a noncompetitive appointment of a former permanent employee to a class he or she formerly held or to a comparable class. (NAC 284.096)

"Reviewing officer" is the supervisor of the person who prepared a report on performance of an employee or another person designated by the appointing authority.

"SAM" means the *State Administrative Manual*.

"Step" is a specific rate of pay within a grade.

"Standard workweek" means a work schedule of five shifts with the same number of hours each day and a maximum of 40 hours per week throughout the year. The work schedule is Monday through Friday. (NAC 284.100)

"Transfer" means a noncompetitive appointment in which an employee moves from one position to another position in the same class or related class with the same grade, or a competitive appointment in which an employee moves to a position in a different class within the same grade. (NAC 284.106)

"Trial period" means the 6-month or 1-year probationary period served by a permanent employee who has been promoted to a vacant position. (NAC 284.108)

"Unclassified service" means officials, officers, or employees of the Executive branch of State government whose positions are identified in *Nevada Revised Statutes* as unclassified. These positions are filled by the responsible appointing authority or board without regard to the State's merit system.

"Underfill" means the filling of a position with an employee holding a lower classification, except for those situations where the employee is in a classification that is at a training or intermediate level preparatory to promotion to the journey level class.

HELPFUL WEBSITES

Website	Web Address
State of Nevada	www.nv.gov
Division of Human Resource Management	www.hr.nv.gov
Public Employees' Benefits Program	www.pebp.state.nv.us
Public Employees' Retirement System	www.nvpers.org
Nevada Deferred Compensation Program	www.defcomp.state.nv.us
IFS/HR (State Employees Only)	www.ifs.intranet.state.nv.us
NEATS (State Employees Only)	https://neats.state.nv.us/NEATS/admin/Home.aep
Rules for State Personnel Administration	http://hr.nv.gov/Resources/Publications/Publications
Nevada Equal Rights Commission	www.detr.state.nv.us/nerc.htm
U.S. Equal Employment Opportunity Commission	www.eeoc.gov