State of Nevada
Employee Handbook

October 2001

State of Nevada
Employee Handbook

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DEPARTMENT OF PERSONNEL

Mission

Administer comprehensive personnel programs in an accessible, efficient manner to State agencies, employees and the public by delivering the highest level of service at all times; providing fair and equitable opportunities to all persons for employment and promotion; providing and supporting development of critical skills in the workforce; promoting an environment which values efficiency, recognizes innovation, and attracts and retains a quality work force in State service.

Philosophy

The Department of Personnel will act in a manner that is ethical and accountable. We are committed to a spirit of cooperation and responsiveness. We will strive for excellence in service and will approach our activities with a deep sense of purpose and responsibility. Our customers and co-workers can trust that they will be treated fairly and with dignity and respect.

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INTRODUCTION

The employee handbook provides a ready reference to terms and conditions of your employment with the State of Nevada. Because of limitations in space, this handbook provides an abbreviated version of the Rules for Personnel Administration (Chapter 284 of the Nevada Administrative Code), State statutes and federal laws which govern your employment with the State. You will find references at the end of most sections to the Nevada Revised Statutes (NRS), Nevada Administrative Code (NAC), State Administrative Manual (SAM) and/or State policies and guidelines where you can obtain further information on a subject.

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 information covered in this handbook, you are encouraged to contact your supervisor, the personnel representative in your agency or the Department of Personnel.

The information in the handbook is current as of the publication date, but is subject to change as statutes and regulations are modified.

GLOSSARY OF TERMS

Unless the context requires otherwise, the terms as used in this handbook shall have the following meanings:

1. "**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.
2. "**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.
3. "**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.
4. "**Break in service**" means any separation from State service, except for those separations listed in NAC 284.598.
5. "**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.

6. "**Class series**" means the normal line of progression from training, entry, or preparatory levels to journey, 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.
7. "**Class specification**" means a written description of a class consisting of a title, a definition, examples of duties and the minimum qualifications which are required.
8. "**Classification**" means the systematic process of analytically grouping and allocating positions to classes based on the similarity of actual duties and responsibilities.
9. "**Classification plan**" means a listing of all the classes which have been established, the class specifications, and the grade to which each is assigned.
10. "**Classified service**" is comprised of employees, other than nonclassified, unclassified or elected officers, who are selected and governed by the State's merit system as found in the Nevada Administrative Codes and Nevada Revised Statutes.
11. "**Demotion**" is any movement of an employee to a class having a lower grade than the class previously held.
12. "**Department of Personnel**" refers to the staff of the Department of Personnel.
13. "**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.
14. "**Employee**" is a person legally holding a position in the public service as defined in NRS 284.015.
15. "**Essential functions of a position**" means the fundamental job duties of the employment position.
16. "**Excluded 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.
17. **"Full-time employee"** means an employee whose work schedule is equal to 100% of the full-time equivalency (FTE) established for the position.
18. "**Grade**" is a term used to designate a salary range for a class.
19. "**Merit salary increase**" is an increase in salary granted on an employee's pay progression date when the employee has a performance rating which is standard or better and has not attained the top of the grade.

20. "**Nonclassified**" means an employee in the Office of the Governor or the Judicial or Legislative branch of State government.
21. "**Nonexempt**" means, for the purposes of overtime, an employee is eligible for time and one-half compensation.
22. "**Pay progression date**" means the date on which an employee completes one year of employment equivalent to full-time service following this appointment to his current grade, except as otherwise provided in NAC 284.
23. **"Part-time employee"** means an employee whose work schedule is less than 100% full-time equivalency (FTE).
24. "**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 6 of NAC 284.630 or subsection 2 of NAC 284.6018.
25. "**Permanent status**" means the standing achieved in a class when:
    A. An employee has successfully completed the probationary period for the class; or
    B. The appointment does not require a new probationary period and the employee does not hold another type of status of appointment for the class.
26. "**Position**" is a group of duties and responsibilities that have been assigned to a single job.
27. "**Promotion**" means an advancement to a position in a class which has a higher grade than the class previously held, except as otherwise provided in NAC 284.462.
28. A "**promotional appointee**" means any employee who has remained continuously employed in the State service but has not yet completed the probationary period which is designated for the class to which the employee has been promoted.
29. "**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.
30. "**Reappointment**" means a noncompetitive appointment of an employee to a class formerly held or to a comparable class.
31. "**Reclassification**" means a reassignment or change in allocation of a position by:
    A. Raising it to a class with a higher grade;
    B. Reducing it to a class with a lower grade; or
    C. Moving it to another class at the same grade on the basis of significant changes in kind, difficulty or responsibility of the work performed.

32. "**Reemployment**" means a noncompetitive appointment to a class for which a current or former employee has reemployment rights, as provided in Chapter 284 of NAC, because of military service, layoff, seasonal separation, permanent disability arising from work, reallocation, or reclassification of the employee's position to a lower grade.
33. "**Reinstatement**" means a noncompetitive appointment of a former permanent employee to a class formerly held or to a comparable class.
34. "**Step**" is a specific rate of pay within a grade.
35. "**Transfer**" means:
    A. 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
    B. A competitive appointment in which an employee moves to a position in a different class with the same grade.
36. "**Unclassified service**" means officials, officers, or employees of the Executive branch of State government whose positions are identified in Nevada's Revised Statutes as unclassified. These positions are filled by the responsible appointing authority or Board without regard to the State's merit system.
37. "**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 which is at a training or intermediate level preparatory to promotion to the journey level class.

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, religion, color, national origin, age, 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 which it is serving. The Nevada Department of Personnel has developed and implemented a program which provides a positive guide for supervisors and managers in all personnel activities.

Sexual Harassment

Sexual Harassment is a form of discrimination which is unlawful under State and federal statutes. The State of Nevada regards it as a very serious offense which, 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:

- Submission to such speech or conduct is made either explicitly or implicitly a term or condition of a person's employment;
- Submission to or rejection of such speech or conduct by a person is used as the basis for employment decisions affecting that person; or
- 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 without reprisal. It is strongly urged that employees who believe they have been a victim of sexual harassment first advise the alleged harasser that the conduct is unwelcome, undesirable or offensive. If the employee elects not to confront the alleged harasser or if the conduct persists after an objection, the employee should report the incident.

If you experience sexual harassment or witness it, you should report it to the person in your agency designated to receive such complaints, or the Attorney General by calling the Sexual Harassment Hotline at 684-1100 in the Reno-Sparks-Carson City-Douglas County area or (800) 767-7381 from Las Vegas or other areas of the State. Employees are also entitled to consult an attorney, labor representative, or to report the incident to the Nevada Equal Rights Commission.

The State's policy prohibits retaliation against employees who bring sexual harassment charges or assist in investigating charges. Any employee bringing a sexual harassment 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. (NRS 613.405 and 233.160, NAC 284.771 and the State of Nevada Zero Tolerance Policy)

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.

To be considered disabled under the ADA, a person must have a physical or mental impairment that substantially limits one or more major life activities, or have a record of such an impairment, or be regarded as having such an impairment. Additionally, to be covered by the ADA, a person with a disability must be otherwise qualified for the job, program, or activity to which access is sought.

Under Title I of the Act, employment decisions must be based on an individual's ability to perform the essential functions of a position with or without reasonable accommodation. Employers are not required to make accommodations which would eliminate the essential functions of the job or impose an undue hardship on the operation of their business. In addition, it 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 respond to questions or complaints about its application in that agency. The Department of Personnel's ADA Coordinator is also available as a resource regarding the employment provisions of the law. (NAC 284.356, 284.357)

Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) of 1993 entitles eligible employees to take up to 12 weeks of job-protected leave in a "rolling" 12-month period for specified family and medical reasons. FMLA leave may be unpaid, or under certain circumstances, you may request or an agency may require you to use accrued annual leave or accrued sick leave (if it's for a reason for which sick leave is regularly authorized). Catastrophic leave, if granted by your agency for a serious health condition, may also be used.

To be eligible for FMLA leave, you must:

- have worked for the State of Nevada for 12 months or more (need not be continuous);
- have worked at least 1,250 hours (includes paid leave) over the previous 12 months; and
- work at a location where at least 50 employees are employed by the State of Nevada within 75 miles.

FMLA leave must be granted for one or more of the following reasons:

- for the birth of a child, or to care for a child after birth;
- for placement of a child with you for adoption or foster care, or to care for a child after placement;
- to care for a spouse, child, or parent who has a serious health condition; or
- for a serious health condition that makes you unable to perform your job.

Under some circumstances, you may take leave intermittently or reduce your normal work schedule.

You must provide at least 30 days advance notice when the need for leave is foreseeable. If 30 days notice is not possible, such as a medical emergency, notice must be given as soon as practicable. Less stringent notice requirements pertaining to annual or sick leave apply when used instead of unpaid leave.

Medical certification may be required to support a request for leave because of a serious health condition (employee's or family member's).

Your group health insurance coverage must be maintained during FMLA leave on the same basis as if you had been continuously working. If you normally pay a portion of the premium for your coverage or have dependent coverage, these payments continue to be your responsibility.

Upon return from FMLA leave, you must be restored to your job, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions (unless you would not otherwise have been employed in such a job).

Your agency must provide you with a written notice detailing specific expectations and your obligations after you notify them of the need for FMLA leave. (NAC 284.5231 through 284.5239, 284.558, 284.566, 284.581 through 284.5813)

HIV/AIDS Policy

HIV stands for Human Immunodeficiency Virus which is the virus that causes AIDS.

AIDS stands for Acquired Immunodeficiency Syndrome, a disease in which the body's immune system breaks down. Normally, the immune system fights off infections and certain other diseases. When the system fails, a person with AIDS can develop a variety of life-threatening illnesses.

If you have sex or share needles or syringes with an infected person, you may become infected with HIV. You can be infected with HIV and have no symptoms at all. You might feel perfectly healthy, but if you're infected, you can pass the virus to anyone with whom you have sex or share needles or syringes. Specific blood tests can show evidence of HIV infection.

The State of Nevada is committed to providing fair and non-discriminatory treatment of employees. As such, it is the policy of the State that reasonable accommodations be made for the employment and/or retention of persons with HIV. An employee with HIV is entitled to continue working as long as he or she is capable of satisfactory performance of assigned job duties.

The United States Center for Disease Control and Prevention (CDC) has determined there is not a significant risk of an employee becoming infected with the HIV virus in normal workplace situations or public encounters. Employees are, therefore, expected to perform their normal work duties with co-workers or members of the public who are, or may be, infected with HIV. Employees with duties that could potentially put them at increased risk of exposure (like health care workers, law enforcement, etc.) will be required to follow certain procedures when handling blood or other body fluids.

If you have questions regarding HIV, you should consult the designated person in your agency, call the HIV Coordinator in the Health Division at (775) 684-5900 or (775) 684-5924, or call the National AIDS Hotline at 1-800-842-AIDS.

Alcohol and Drug-Free Workplace Policy

The State of Nevada has a zero tolerance to the consumption of alcohol or drugs while on duty, reporting to work in an impaired condition, or to

unlawfully possessing drugs while on duty, at a work site, or on State property. Included in the policy are provisions for pre-employment drug testing of applicants for positions affecting public safety, and the testing of employees when there is objective evidence that they may be under the influence of alcohol or drugs.

Be aware that the State's allowable concentrations of alcohol (0.01) for employees on duty is more stringent than those used by law enforcement for the general population. This standard was established to ensure that employees have the ability to safely and efficiently perform their assigned duties. An employee who violates this policy is subject to disciplinary action. Employees who test positive for the first time in a screening test and have committed no other acts during the course of conduct giving rise to the screening test must be referred to the Employee Assistance Program for consultation. If the employee has been convicted of driving under the influence while on State business, he will be subject to disciplinary action up to and including termination.

This 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 which are necessary to carry out the regulatory requirements of the Drug Free Workplace Act.

A copy of the Department of Personnel's Alcohol and Drug Testing Program may be obtained by calling the Department of Personnel at (775) 684-0119. (Chapter 284.406-407 of the Nevada Revised Statutes and 284.880-894 of the Nevada Administrative Code)

Smoking Policy

State law restricts smoking in public buildings to designated areas. The person in control of a public building is responsible for designating a separate room or area which may be used for smoking. (NRS 202.2491)

EMPLOYMENT

Job Announcements

Public notices are used to announce the recruitment for vacant positions. These notices typically include the salary, 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, promotional competition only, or a combination of both. (NAC 284.334 and 284.295)

Applications

If you apply for a position, you must file an application with the State Personnel Department or its designated representative as specified in the public notice of recruitment. Applications must be in the designated office by the close of business on the last day of the filing period unless they are mailed through the

U.S. Postal Service. If an application is mailed, the postmark cannot be later than midnight of the final filing day.

It is important that an application be properly completed since incomplete or improper completion is cause for rejection of the application. (NAC 284.310)

Minimum Qualifications

Minimum qualifications inform the applicant of the eligibility requirements for the position. Thoroughly document your education, training and experience. Only those applicants whose applications demonstrate that they meet the minimum qualifications and other criteria in the job announcement, are eligible to compete in the examination. (NAC 284.318)

Recruitment and Examinations

It is your responsibility, and to your advantage, to apply for any recruitment for which you are qualified, eligible and interested. 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 given release time with pay in order to take an examination. The employment interview is considered part of the examination process and may qualify for release time with pay. (NAC 284.318, 284.320 and 284.322)

Eligibility 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. Divisional promotional lists.
3. Departmental promotional lists.
4. Statewide promotional lists.
5. Open competitive lists.

Or 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 list is waived. When the list is ranked, the names of eligible persons appear in the order of their total rating which they earned in the examination, including preference for veterans and Nevada residents. The candidates receiving the five 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, 284.309, 284.320, 284.265, 284.255 and NAC 284.358 through 284.382)

The term of eligibility on a list is one year, but may be extended by the Department of Personnel for up to three years. (NRS 284.250)

APPOINTMENTS AND PROBATIONARY PERIODS

Acceptance by an applicant of an offer of employment by an appointing authority and their mutual agreement to the date of hire is known as an appointment.

Types of Appointments

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 which 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 and 284.385)
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. (NAC 284.630)
3. Reemployment due to reclassification of a position to a lower class. (NAC 284.140)
4. Reemployment of seasonal employees. (NAC 284.434)
5. Reemployment due to a permanent disability arising from an injury sustained at work. (NAC 284.600)

Further information on this subject can be obtained by contacting your personnel representative or the Department of Personnel.

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 within a two-year period following termination.

The probationary period following reinstatement may be waived, but you will not be eligible to compete in promotional examinations until you have completed six months of permanent service. You cannot be reinstated in a position which 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 and 284.444)

Reappointment - 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. Completion of a new probationary period is required if you are a probationary employee. 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 284.404)

Transfer - You may be considered for a transfer from your agency to another State agency without loss of benefits, such as retirement, insurance, sick leave and annual leave credit. A request for a transfer should be made directly to the hiring agency and/or the State Department of Personnel. 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 a position at grade 30 or higher if the position is allocated at a higher grade level than the position you currently hold. (NAC 284.390)

Demotion - An employee may request or accept a demotion 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 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 the advancement to a position in a class which 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. (NAC 284.318)

When you 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 vacant position to which you were promoted, you shall be restored to your former position. (NRS 284.300 and 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; and NAC 284.414)

Probationary Period/Status of Appointment

As a general rule, your status of appointment is called "probationary" if you are a non-permanent employee or "trial period" if you are a permanent employee.

The probationary period for classes at grade 22 and below is six months of full-time equivalent service. The probationary period for classes at grade 23 or higher is one year of full-time equivalent service. (NAC 284.442)

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

Once you have successfully completed the probationary period for a class, you will attain permanent status. (NRS 284.280 and NAC 284.384)

Acceptance of New Appointment

If you are a State employee, you need to give your current appointing authority 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. (NAC 284.400)

Nepotism/Dating Relationship

The State of Nevada has a policy that prohibits a classified employee from working under the immediate supervision or direct line of authority of someone with whom he is having a "dating relationship" or a family member including a spouse, child, parent, 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. These supervisory relationships are meant to be those that are officially established through management directives. They include 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" means a relationship between a supervisor and an employee who is in the direct line of authority of the supervisor that involves or may reasonably lead to a consensual amorous or sexual relationship. (NRS 281.210, NAC 284.375, 284.377)

EMPLOYEE PERFORMANCE/DEVELOPMENT

Work Performance Standards

Work Performance Standards are written statements of principal assignments, responsibilities, and the results expected by both the supervisor and employee when the employee's job is satisfactorily performed under existing working conditions.

It is required that each employee in classified State service be provided with a current set of work performance standards for their position. (NAC 284.468 and NRS 284.335)

Performance Evaluation

If you are serving a six-month (full-time equivalent) probationary period, your supervisor will evaluate your performance at the end of the second and fifth months. If you are on a one-year (full-time equivalent) probationary period, your evaluations will be at the end 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 during the month prior to your pay progression date.

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 284.340)

Training

The State of Nevada supports training programs to improve the efficiency and productivity of all State employees. It recognizes that continued training and development for its career employees are 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 Department of Personnel 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 affirmative action. The Personnel Training Office can be reached in Carson City at (775) 687-4120, or on the Internet at www.state.nv.us/personnel/trainhome.html. (NRS 284.343 and NAC 284.482)

POSITION CLASSIFICATION

Position classification is the process of grouping positions into classes based on 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.

The employee, agency or Department of Personnel 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 Department of Personnel (or delegated agency personnel staff) in the evaluation process. (NAC 284.126)

An occupational group study is initiated by the Department of Personnel to review the classification of every position in the class or group of classes. Position-specific information may also be evaluated in this process. The major purposes of an occupational group study are to review and update class titles, concepts and minimum qualifications; consolidate position-specific classes into more generic classes; and realign grade levels as appropriate.

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, positions are evaluated and compared with related positions and with class specifications to identify the most appropriate classification. (NRS 284.160, 284.165, 284.170 and NAC 284.126 through 284.150)

COMPENSATION

Rate of Pay

The compensation schedule for classified employees in State service consists of pay ranges for each grade. Within each grade are nine steps with approximately four and one-half percent between each step. As an 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.

Your pay is further determined by the compensation schedule applicable to your participation in the State's retirement system. You may be on the employee/employer-paid compensation schedule or the employer-paid compensation schedule for the purposes of contributions to the Public Employees Retirement System (PERS). If you elect to be on employee/employer-paid compensation, you may switch at any time to employer-paid compensation. Once you select employer-paid compensation, you cannot go back to employee/employer-paid compensation.

Direct Deposit Option

You have the option to forward your paycheck directly to a checking or savings account in a bank of your choice. Your agency's payroll center representative can provide you with a direct deposit authorization card.

Merit Salary Adjustments

You will receive a merit salary increase annually on your pay progression date if your last performance evaluation was standard or better, and you have not reached the top step in your grade. The maximum merit salary increase is an adjustment of one step, approximately four and one-half percent annually. When you receive an increase in pay because of promotion, you will be given a new pay progression date. (NAC 284.194)

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

If you continue to do satisfactory work, you will remain eligible for annual merit salary increases until you have reached the maximum step within your grade.

In addition to merit salary increases, your salary 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 a day, eight hours in a 16 hour period or 40 hours in a week. Employees who choose and are approved for variable/innovative workday schedules earn overtime after 40 hours in a week. Employees involved in law enforcement or fire protection 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 designee. (NRS 284.180)

An executive, administrative or professional employee who is either the head of a department, division or bureau or a doctoral level professional is not entitled to compensation for overtime. These employees are referred to as "excluded employees." (NRS 284.148)

Cash payment is the principal method of compensation for overtime. Payments are computed based on the employee/employer-paid salary schedule. 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 compensatory time off and give at least two weeks' notice, it cannot be unreasonably denied. (NRS 281.100, 284.180, 284.181, NAC 284.242 through NAC 284.258)

Payment for Holidays

Nonexempt employees are entitled to receive payment for eleven holidays per year when they are in "paid status" during any portion of the shift immediately preceding the holiday. In addition, a nonexempt employee who works on a holiday is entitled to earn time and one-half cash payment or time and one-half compensatory time for the hours worked on the holiday. Excluded employees who work on a holiday do not receive additional compensation, but may have their schedule adjusted during the week in which the holiday occurs or in a subsequent week to recognize the holiday or additional time worked. (NAC 284.526, 284.530 and 284.534)

Longevity Pay

When you have completed eight years of continuous service and have standard or better performance, you will be entitled to longevity pay based upon the following schedule:

Number of Years of Continuous Service	Semi-Annual Payment	Number of Years of Continuous Service	Semi-Annual Payment
8	$75	20	$375
9	$100	21	$400
10	$125	22	$425
11	$150	23	$450
12	$175	24	$475
13	$200	25	$500
14	$225	26	$525
15	$250	27	$550
16	$275	28	$575
17	$300	29	$600
18	$325	30 or more	$625
19	$350		

Eligible full-time or part-time employees who work less than full-time for a portion of the 6-month qualifying period are entitled to a prorated amount based on the semi-annual payment. Longevity payments are issued in July and December. The dates when employees become eligible for the semi-annual payments are December 31 and June 30. Employees who are eligible and who have not been separated from State service as of these dates will receive longevity pay. (NRS 284.177, NAC 284.262 through 284.284)

Call Back Pay

If you are a nonexempt employee and are called back to work on an unscheduled basis by your supervisor, you will be credited with two hours of call back pay at the rate of time and one-half. This applies only if you are called to work on your day off or on a holiday, or if the work begins more than one hour before or after your scheduled work shift. (NAC 284.214)

Shift Differential

If you are a full-time employee assigned to a period of work of at least 8 hours which requires that you work at least four hours after 6:00 p.m. or before 7:00 a.m., you will receive shift differential pay of five percent of your normal compensation. (NAC 284.210)

Standby Pay

If you are a nonexempt employee, you are entitled to receive additional pay or equivalent compensatory time off, at the rate of five 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 within the State on official business, you will receive an allowance for meals and lodging. A Diners Club credit card will 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. Travel should be made by the least expensive method available. (NAC 284.258, SAM 0204.0, 0206.0)

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. 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 0212.5)

Motor Pool

It is the policy of the State that employees use motor pool 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. The Motor Pool also requires a completed vehicle requisition form signed by an authorized agency head. The Motor Pool is available to all agencies in Carson City, Reno, and Las Vegas. (SAM 1404.0, 1410.0)

EMPLOYEE BENEFITS

Insurance

State employees and their dependents are entitled to specific insurance and related benefits. Although they are summarized below, additional benefits information can be found in the Summary Plan Description. You will be invited to attend a employee benefit orientation within the first 60 days of employment and will receive the full benefit packet at that session. You may also call the Public Employees' Benefits Program for additional information.

Health, Dental and Vision Insurance - As a State employee who works at least 80 hours per month, you will be eligible for health, dental and vision benefit coverage for yourself and your dependents beginning on the first day of the calendar month following 90 days of employment. In most cases, you may choose between the Self-Funded Medical PPO Plan or Health Maintenance

Organization (HMO). Information regarding the plans will be provided to you by the Public Employees' Benefits Program.

For most plans, the State pays the cost of your health benefits and covers a portion of dependent costs. If dependent coverage is elected, contributions will be taken through payroll deductions. At the time of enrollment, you may elect to pay for this coverage on a pre-tax basis through the Premium Only Plan. This will result in additional take-home pay because the premium is deducted from your salary before income tax is figured. You must make the election at the time of enrollment to take advantage of this tax savings feature. Otherwise, payments will be made with after-tax dollars. For questions on this valuable benefit, contact the Public Employees' Benefits Program.

Life Insurance/Long-Term Disability/Accidental Death & Dismemberment - Every active State employee who is enrolled in health benefits is also provided a $40,000 life insurance plan, $40,000 accidental death and dismemberment, $50,000 travel accident, and $50,000 seatbelt benefit.

Also included in the benefit package is Long-Term Disability Insurance (LTD). The LTD benefit pays you 60% of your monthly base pay with a maximum of $7,500/month. An employee who becomes disabled is eligible for benefits after a 180 day waiting period.

Supplemental Life Insurance - Through this voluntary plan, qualified employees and their dependents can purchase term life insurance at attractive group rates. The coverage is offered in $10,000 increments and payments are made through payroll deduction.

Automobile Insurance - If you are a permanent, full-time employee of the State of Nevada, automobile insurance may be purchased through a payroll deduction plan.

Long-Term Care Insurance - Long-term care insurance can be purchased by employees and family members, including parents, grandparents and in-laws which provides nursing homes, assisted living, and respite care. While premiums are not deducted through payroll, there is the advantage of group rates.

Continuation of Health Insurance Coverage - You or your dependents may continue health coverage when it would otherwise terminate due to certain "qualifying events." These events include separation from employment or certain reductions in working hours. In addition, your dependents may elect coverage under certain situations. You or your dependent must pay the full cost of coverage. Contact your payroll center or personnel office. They will notify the Public Employees' Benefits Program to provide you with information on continuation of coverage.

Reimbursement Accounts - The State has two separate reimbursement accounts in which you may elect to enroll: the Health Care Flexible Spending Account and the Dependent Care Flexible Spending Account. These accounts allow you to set aside pre-tax dollars to pay for certain planned medical expenses and dependent care expenses not otherwise covered.

You must decide in advance how much money you want to set aside during the calendar year. The amount is deducted from your paycheck in equal installments before income tax is calculated. This means the amount of taxes withheld from your paycheck is lower and your take-home pay is higher. This money is reimbursed to you as you file claims during the year for medical or dependent care expenses. These expenses include services, procedures, deductibles, co-payments and prescriptions not covered by your group health plan.

In the dependent care account, you can contribute money for dependent-care expenses you incur while you are at work. These expenses can be for child care or for dependent care for a disabled adult.

It is important to correctly estimate your planned expenses for the year. The Internal Revenue Service requires that you forfeit any money left in your reimbursement account after the deadline has passed for filing claims.

Further information about your benefit package offered through the State of Nevada is available from the Public Employees' Benefits Program.

Retirement

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 80,000 active members, consisting of employees from the State of Nevada, most counties and municipalities within the State, school districts, and public hospitals.

Contributions - All pay earned is subject to retirement contribution with the following exceptions:

- Overtime;
- Holiday pay when the legal holiday occurs on the employee's regular day off;
- Most boards and commissions pay;
- All accumulated leave payments made upon termination of employment; and
- Earnings from secondary employment.

Upon initial appointment, employees select one of two plans:

A) ***Employee/Employer-Paid Retirement Plan (E/EPR)***: Employee and employer share equally in the contribution to PERS, currently 9.75% each for regular members and 14.75% for police/fire members. Employee contributions are subject to withholding for federal income taxes. The employee's share of the contribution is refundable upon termination of employment if the employee has not worked five full years or does not elect to receive a monthly retirement benefit. If you elect the employee/employer-paid plan, you may switch at any time to the employer-paid plan.

B) ***Employer-Paid Retirement Plan (EPR)***: Employees may voluntarily choose to participate under the employer-paid retirement plan. Employees who elect this plan contribute an equal portion of the contribution on a pre-tax basis by way of a salary reduction. The employer makes the contribution to PERS, 18.75% for regular members and 28.5% for police/fire members. Contributions made by the employer under EPR are not deposited to an individual member's account and are not available for refund upon termination of employment. Once you select the employer-paid plan, you cannot go back to the employee/employer-paid plan.

Employees on employer-paid retirement contribute by way of salary reduction at a lower rate than employees on employee/employer-paid retirement and defer the payment of federal income taxes. As a result, their take-home pay is higher than similar employees on employee/employer-paid retirement. The following chart illustrates the difference in take-home pay for an employee with a gross salary of $1,500 per pay period.

SAMPLE CONTRIBUTION PLAN COMPARISON	E/EPR	EPR
Gross Salary	$ 1,500.00	$ 1,500.00
Reduction for Employer-Paid	N/A	$ 130.00
Adjusted Gross Salary	**$ 1,500.00**	**$ 1,370.00**
Employee Retirement Contribution	$ 146.25	N/A
15% Income Tax Withholding	$ 225.00	$ 206.00
Take-Home Pay	**$ 1,128.75**	**$ 1,164.00**

Estimated difference in take-home pay is $35.25 per pay period.

Contribution rates are subject to adjustment on the first pay period for retirement contributions commencing on or after July 1 of each odd-numbered year. Therefore, it is advisable that you check with your personnel or payroll representative to verify the current contribution rate based on your election.

Service Retirement - 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 50 with 20 or more years of police/fire service, at age 55 with 10 or more years of police/fire service, at age 65 with 5 years of service, or at any age with 25 years of service (as of July 1, 2001).

The computation of retirement benefits is based on two factors:

A) Average compensation — the monthly average of a member's 36 highest salaried consecutive months based on the employee/employer-paid retirement plan;

B) Years of service – members 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. Members hired on or after July 1, 1985, are entitled to a benefit of not more than 75% of their average compensation for each year of service for years one through 30. Members hired before July 1, 1985, are entitled to a maximum of 90% for up to 36 years of service.

The retirement allowance for a regular part-time employee must be computed from the salary which would have been received as a full-time employee if it results in greater benefits for the employee. A regular part-time employee is a person who works half-time or more, but less than full-time:

A) According to the regular schedule established by the employer for the position; and

B) Pursuant to an established agreement between the employer and the employee.

Disability Retirement - If you are a member of the Public Employees Retirement System (PERS) with at least five years of service and 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 if you:

A) Work for a public employer at the time of application for disability retirement;

B) Provide information that the disability renders you unable to perform the duties of your present position or of any other position held within the past year;

C) File a notarized application for disability retirement with PERS prior to termination;

D) Will be terminated from employment because of such disability.

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

A) The deceased member had 2 years of service in the 2½ years immediately preceding death; or

B) The deceased member was employed in a part-time position at the time of death and had 2 or more years of service credit in a part-time position and at least 1 day of service within the 6 months immediately preceding death; or

C) The deceased member had ten or more years of accredited, contributing service: or

D) 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

E) 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

F) 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 time such leave began.

Survivor benefits may be available to an employee's dependant spouse, children or parent when the conditions above are met. Additionally, as of January 1, 2002, an unmarried member may designate a survivor beneficiary to receive benefits. More detailed information on qualification for receipt of benefits can be obtained by contacting PERS. (NRS 286)

The Public Employees Retirement System can be contacted at (775) 687-4200 in Carson City, or (702) 486-3900 in Las Vegas, for further information or individual counseling. The PERS website (www.nvpers.org) also contains interesting facts and news about retirement.

Deferred Compensation - The State offers a deferred compensation plan (457) which 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 for investment purposes. This is a unique way to save money for the future and defer income tax.

The federal government strictly defines the conditions under which deferred compensation can be withdrawn. These conditions are: retirement, termination of employment, death, or an extreme financial hardship. When the money is withdrawn, there is no penalty and it is treated as ordinary income. If you need additional information, contact your personnel or payroll office, or the Deferred Compensation Committee.

Workers' Compensation and Disability

As a State employee, you may be eligible to receive workers' compensation benefits provided through a policy entered into by the Risk Management Division of the Department of Administration, if you should incur a job-related injury or illness. These benefits may include medical benefits and, if you are

unable to work, income maintenance benefits.

In accordance with the State's 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 modified duty assignment which accommodates your work restrictions (NAC 284.600 through 284.6012). State employees have re-employment rights to a position that they qualify for and for which their **permanent** limits do not preclude them from performing the essential functions. The positions must be at or below their pre-injury position grade level and are restricted to positions with the Department they were working in at the time of the injury. Refer to NAC 284.6014 – 284.6019.

If you are released to return to work, but have permanent limitations 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 that accommodates your work restrictions.

Employee Assistance Program

The State of Nevada Employee Assistance Program (EAP) is available to assist State employees and their dependents in dealing with personal problems and workplace concerns. All State employees and family members living with them are eligible to use this employee benefit. There is no charge for the services of the EAP Coordinators. However, if you or a family member are referred to any services in the community, you will be responsible for any charges not covered by insurance. The EAP Coordinators will gladly provide you with information about preferred providers, insurance coverage for counseling services, and community resources.

Employees may use administrative leave with pay for up to two visits with the EAP Coordinators. Sometimes, employees choose to use sick leave, annual leave, or compensatory time to visit the EAP to preserve confidentiality. (NAC 284.589)

All services provided by the EAP Coordinators are confidential.

Please feel free to call the EAP if you have a personal problem or workplace concern you would like to discuss.

Northern Nevada		
Reno	1325 Corporate Blvd.	(775) 688-1707
Carson City	675 Fairview Drive, Ste. 221	(775) 687-3869
Rural Areas		(800) 398-3271
Southern Nevada		
Las Vegas	Grant Sawyer Office Building	(702) 486-2929
Rural Areas		(800) 278-1889

Merit Award Program

The Governor's Merit Award Program was established in 1967 and 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 who select the awardees administers the program. Cash awards up to $500 may be authorized by the Merit Award Board. By statute, every state employee who is not a department head is eligible to offer an employee suggestion. Suggestion forms and further information are available from the Department of Personnel. (NRS 285.030 through NRS 285.070)

Savings Bonds

You may purchase U.S. Savings Bonds through payroll deduction by making arrangements with your agency's payroll center representative.

Discount Benefits for Employees

The State of Nevada has become affiliated with numerous organizations that offer discounts for State employees. Examples of these are: the Disney Club (Disneyland), Marine World Theme Park (Seasonal), Universal Studios, Sea World Busch Gardens, Zoo Safari Club, Knott's Berry Farm, and Six Flags Magic Mountain. In addition, some local discounts are available in the Las Vegas and Carson City areas.

To find out more about these benefits, you should contact your personnel office or the Department of Personnel.

ATTENDANCE AND LEAVE

Hours of Employment

Although most offices must remain open from 8:00 a.m. to 5:00 p.m., Monday through Friday, many employees work other than the conventional 8 to 5 schedule. You may request a variable/innovative work schedule or be required to work such a schedule when it is 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 and 284.180)

Pay Periods

The State's official base rates of pay are bi-weekly or semi-monthly depending on the pay period used by your agency. (NAC 284.158)

Time Sheets

If you are a nonexempt employee, you will be required to submit time sheets which account for all time worked and leave used. 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 payment. (NAC 284.5255 and 284.5895)

Annual Leave

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

If you are a part-time employee, you will earn a pro-rated 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 days) of annual leave per month; and, with 15 years of service, up to 14 hours (1¾ days) per month.

Annual leave which is accrued in excess of 30 days must be used by January 1, 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 15. Annual leave in excess of the 30 days, which is requested by this date, but denied in writing, is eligible for payment. Payment for unused leave will be made by January 31.

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 and NAC 284.538 to 284.5395)

Holidays

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

January 1	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 4	Independence Day
First Monday in September	Labor Day
Last Friday in October	Nevada Day
November 11	Veterans' Day
Fourth Thursday in November	Thanksgiving Day
Friday following the Fourth Thursday in November	Family Day
December 25	Christmas Day

When January 1, July 4, November 11, or December 25 falls on a Saturday, the preceding Friday is the observed legal holiday. If these days fall on Sunday, the following Monday is the observed holiday.

Eligibility for holiday pay is covered by the provisions of NAC 284.526 and NAC 284.534. If you are a full-time nonexempt employee, you may be entitled to eight hours of holiday pay. To qualify, you must be in paid status for a portion of your scheduled shift before the holiday. As a part-time nonexempt employee, you may qualify for holiday pay if the holiday falls on your scheduled workday. 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 or pay you for the holiday.

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

Sick Leave

If you are a full-time employee, you earn 10 hours (1 ¼ 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.

Personal - Sick leave may be used only for authorized reasons. Sick leave can be used if you are unable to work because of illness or injury, incapacity due to pregnancy or childbirth, for medical and dental appointments, family illness (limited to 120 hours per year) and a death (up to 5 working days) in your immediate family.

Nonexempt employees must report any sick leave taken, even if it is for an appointment or part of the day. Exempt (excluded) employees must only account for full day absences which are chargeable to their sick leave unless they are approved for partial day absences under the Family and Medical Leave Act.

If you retire or voluntarily terminate your employment, you may be eligible to receive payment for a portion of your accrued sick leave. See your personnel representative to determine when you would be eligible for this benefit. (NRS 284.355, NAC 284.542 through 284.562)

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. The appointing authority may approve an exception to the 120-hour limit for good cause. In addition, an employee is not subject to this 120-hour limitation if the leave is approved under the Family and Medical Leave Act. (NAC 284.558)

Death in the Family - If a member of your immediate family dies, you may use your accumulated sick leave not to exceed 5 working days for each death. The appointing authority may approve additional time in instances where extended travel is involved. Immediate family is defined as an employee's 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 284.562)

Maternity Leave

Maternity leave is not a special type of leave, but may consist of a combination of sick leave, annual leave, and leave without pay. The provisions of the Family and Medical Leave Act (FMLA) may apply to any leave you request for this purpose. (Refer to the "Overview Family and Medical Leave Act of 1993," revised August 18, 2000.)

Catastrophic Leave

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

- "Lengthy convalescence" means a period of disability which an attending physician expects to exceed 10 weeks.
- "Life threatening" means a condition which is diagnosed by a physician as creating a substantial risk of death.
- "Immediate family" has the meaning ascribed to it in NAC 284.562.

In addition to the above requirements, an employee must have exhausted all of his accrued sick leave, annual leave and compensatory time, and the employee must receive approval from his appointing authority or the Committee on Catastrophic Leave to be eligible to for catastrophic leave donations. The maximum number of hours of catastrophic leave an employee 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 sick leave each calendar year. Your sick leave balance, however, must not fall below 240 hours as a result of such donation.

You may also donate leave directly to a catastrophic leave account for use by an employee in any branch of State government who is approved to receive such leave. If the leave donated exceeds the amount approved for use by the employee, it must be returned to your account.

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 through 284.3626 and NAC 284.575 and 284.576)

Administrative Leave With Pay

An appointing authority may grant administrative leave with pay to employees:

1. To relieve them of 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 them of duties until the appointing authority receives the results of a screening test for alcohol or drugs. (NRS 284.4065)

An appointing authority or the Department of Personnel may grant administrative leave with pay to an employee for:

1. Participation in, or attendance at, activities which are directly or indirectly related to the employee's job or employment with the State, but which do not require participation or attendance in an official capacity as a State employee.
2. Closure of office or work site caused by a natural disaster or other similar adverse condition when the employee is scheduled and expected to be at work.
3. Appearance as an aggrieved employee or a witness at a hearing of the Employee-Management Committee.
4. Appearance as an appellant or a witness at a hearing to determine reasonableness of dismissal, demotion or suspension. (NRS 284.390)
5. Appearance to provide testimony at a meeting of the Personnel Commission.

An appointing authority shall grant administrative leave with pay to an employee for:

1. The initial appointment and one follow-up visit to receive counseling through the Employee Assistance Program.
2. Attendance at a health fair authorized by the board of the Public Employees' Benefits Program.
3. Serving as a representative of State employees on a statutorily created board or commission.
4. Up to eight hours to prepare for a hearing regarding the employee's suspension, demotion or dismissal.

(NAC 284.589)

Civil Leave With Pay

In most cases, if you serve on a jury or as a witness in court or at an administrative hearing, you will be given civil leave with pay. You may keep all jury or witness fees paid to you.

Exceptions: If, as a witness, you are serving in your official capacity as a State employee, and as part of your required duties, you

are required to relinquish any witness fee to your agency. (NAC 284.582)

If you are a witness in an action to which you are a party, you will not receive civil leave with pay unless it is job related. (NAC 284.582)

Civil leave with pay will also be granted for the following:

1. If you meet the conditions of NRS 293.463 and need time off to vote;
2. If you meet the conditions of NRS 284.357 as a volunteer firefighter, emergency medical technician, volunteer ambulance driver or attendant, or reserve member of a police department or a sheriff's department;
3. If your absence from the job is necessary to meet a public emergency and it is approved by your appointing authority. (NAC 284.587)

Release Time for State Examinations

Release time during normal working hours is provided for a qualified employee to participate in any examination given by the Department of Personnel provided reasonable notice is given to the employee's immediate supervisor. The formal interview with the hiring agency is typically considered part of the examination process. The release time within the normal workday will be considered the same as time worked. Hours exceeding the normal workday or workweek do not, however, qualify for overtime. (NAC 284.322)

Leave of Absence Without Pay

A leave of absence without pay may be approved for not more than one year by the appointing authority for any satisfactory reason. Longer absences may be approved by the Personnel Commission based on the recommendation of the appointing authority when it is deemed beneficial to the public service. (NAC 284.578)

Military Leave

You will be given a leave of absence with pay for authorized military training duty up to 15 working days in any one calendar year.

If you are required to perform active military service 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. If your gross State pay is more than your gross military pay, you will be eligible to receive differential pay to supplement your military pay.

If you serve less than 90 days of active military service, you will be restored to your same position, at the grade and step you would have held had you not served in the military. If you serve longer than 90 days, you must be re-employed in your former position or a comparable position having seniority and pay equal to that which you would have held had you not served in the military. (NRS 281.145 and NRS 284.365)

Reporting Absences

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

Any unauthorized and unreported absence may be grounds for disciplinary action. If you are physically unable to report your absence, you should have someone else do it for you. (NAC 284.590 and 284.594)

SUMMARY OF COMPENSATION & BENEFITS

The following illustration will help you better understand the value of your benefits as they relate to your total compensation. This example is designed to provide you with information concerning the cost of specific benefits which the State provides. If anything contained in this illustration is unclear, the Department of Personnel can help.

Example: Employee at Grade 28, Step 4 (Employee/Employer-Paid Retirement)
Annual salary of $31,027.68 includes time worked and paid leave as follows:

Payment for time worked:	**$26,153.60**
Paid Leave (based on the following):	
Annual Leave (15 days):	$1,783.20
Sick Leave (15 days):	$1,783.20
Holidays (11 days):	$1,307.68
Paid Leave:	**$ 4,874.08**
Other Employer-Paid Benefits:	
Group Insurance:	$4,290.00
Retirement Insurance:	$409.57
Workers' Compensation:	$598.83
PERS Contribution:	$3,025.20
Unemployment Compensation:	$99.29
Medicare:	$ 449.90
Other Employer-Paid Benefits:	$ 8,872.79
Total Compensation:	**$39,990.47**

(Time worked, paid leave and other employer-paid benefits)

Benefits as a Percentage of Total Compensation:

$$\frac{\text{Paid Leave + Other Benefits}}{\text{Total Compensation}} = 35.0\%$$

Explanation of Other Employer-Paid Benefits

Group Insurance: Includes health insurance, dental insurance, vision, long-term disability, and $40,000 in life insurance.

Retirement Insurance:	Assessment from the Public Employees Retirement System (PERS) to offset cost of health insurance when you retire.
Workers' Compensation:	Assessment from the State's workers' compensation insurance carrier to fund the cost of benefits if you suffer a job-related injury or illness.
PERS Contribution:	Monies that 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 employees who become unemployed for reasons beyond their control.
Medicare:	Health insurance that is available to you at age 65. You may use Medicare prior to age 65 if you become disabled.

SAFETY AND HEALTH

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

Employees are expected to follow all established safety rules, practice safe job procedures and avoid situations that can jeopardize the safety of their 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.

You must notify your supervisor of any work-related accident injury or illness immediately, whether it is minor or major and complete the appropriate form (C-1). If you require medical treatment, you and the designated physician must complete a Claim for Compensation/Physician's Report of Initial Treatment (C-4) and your agency must complete an Employer's Report of Industrial Injury (C-3) in order for the insurer to process your claim.

The Risk Management Division of the Administrative Department is available to all State agencies for consultation regarding safety related matters. The Occupational Safety and Health Enforcement Section (OSHES) is available to respond to safety hazards that are not addressed or corrected by an agency.

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, or acquaintance. All incidents of direct or indirect threats and actual violent events will be treated seriously. The direct or indirect threat and actual violence will be documented and reported to both the Attorney General's office and the Risk Management Division. All incidents of indirect threats will be immediately investigated and appropriate action taken.

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. You should 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 the 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 full time to your duties during your hours of State employment. (NAC 284.738-770)

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 the rights of a State officer or employee who makes such a disclosure.

"Improper governmental action" means any action taken by a State officer or employee in the performance of his/her official duties, whether or not the action is within the scope of his/her employment, which is:

(a) In violation of any State law or regulation;
(b) An abuse of authority;
(c) Of substantial and specific danger to the public health or safety; or
(d) A gross waste of public money.

State officers or employees are prohibited by State law from using their authority or influence to prevent disclosure of improper governmental action by other State officers or employees.

> *"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 spells out 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 a hearing officer of the Department of Personnel within 10 working days after the alleged reprisal or retaliation occurred. The claim must be submitted on a form provided by the Department of Personnel. You may contact the Department of Personnel for additional information. (NRS 281.611 through 281.671)

Discipline

If your performance as an employee for the State falls below standard or if your conduct is covered by one of the causes for action listed in NAC 284.650, you should be informed promptly and specifically of the deficiencies by your supervisor. 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 the Nevada Administrative Code. (NRS 284.383 and NAC 284.638 through 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 281.553)

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, 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 salary advancement. (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.

GRIEVANCES AND APPEALS

Grievance Procedure

It is State policy to ensure that employees receive fair and equitable treatment. We support 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.

If you are aggrieved by an action that relates to working conditions, work relations, or personnel policies and procedures, and you are unable to resolve the situation through informal discussions with your supervisor, you may file a written grievance.

It is important to note that a grievance must be filed within 20 working days from the date the grievance originates or you learn of the problem. Formal grievance forms and procedures are available from the Department of Personnel and agency personnel offices.

When a grievance is submitted to the Employee-Management Committee, a hearing will take place to determine proper disposition. The provisions of the grievance procedure are described in NAC 284.658 through 284.697.

Appeal of Suspension, Demotion or Dismissal

Except as otherwise provided in NAC 284.656(2), 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 the hearings officer of the Department of Personnel. Appeals must be submitted within 10 working days through the Director of the Department of Personnel. (NRS 284.390 and 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. You are expected to attempt to submit your resignation at least two weeks prior to the intended termination date. When you submit your resignation, you will be asked to sign a resignation notice on a form provided by the Department of Personnel. This notice advises you that there is a three-day period during which time you may rescind your resignation. (NRS 284.381 and NAC 284.602)

Layoff

In the event it becomes necessary to lay off employees 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 laid off before permanent employees. If it becomes necessary to lay off permanent employees, the order of layoff will be based on performance and 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 Employment Security Division, Department of Employment, Training and Rehabilitation, determines eligibility and benefits for unemployment compensation. Contact the Department of Personnel regarding reemployment. (NAC 284.612 through 284.630)

Discharge

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

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

Grounds for disciplinary action are set forth in NAC 284.650 and must be spelled out as part of the notice and hearing requirements in NAC 284.656 when a dismissal is proposed. In accordance with the notice and hearing requirements, an employee who is recommended for termination must be given at least 10 working days' written notice of the proposed action, with the exception as provided in NAC 284.656.2. A hearing must be scheduled between the employee and the appointing authority or a designated representative to discuss the proposed action before a final decision is rendered by the appointing authority.

STRIKES AGAINST THE STATE

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

PUBLIC INFORMATION

The Department of Personnel maintains an official roster of employees in public service. This roster includes your name, class title and home address. If you wish to preserve the confidentiality of your home address, you may do so by designating it as confidential on the payroll personnel/change action form (ESMT-B). Your business address will be shown on the public roster in its place. Contact your personnel representative to process a change of address. Upon request, the Department of Personnel is required to provide your personal mailing address to the State Controller's Office and the Internal Revenue Service.

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