

State of Nevada
Employee Handbook



Department of Personnel

"Serving the citizens of Nevada with a qualified workforce."

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Dear Employee:

Congratulations on your employment with the State of Nevada. You have joined a team of over 17,000 employees who work in our State government offices and agencies. The Governor's Office and the Department of Personnel appreciate and support the efforts of all State employees and acknowledge that it is through your personal contributions we are able to provide outstanding services to the citizens of our wonderful State.

As a civil servant, you have unique duties and responsibilities related to your new position. *The State of Nevada Employee Handbook* is designed to serve as an overview of the personnel rules to help you understand important rights, responsibilities, benefits, and services you have as a State employee. Should you have specific questions regarding any topic in this handbook, you are encouraged to contact your agency personnel office or the Department of Personnel.

The State of Nevada is faced with many challenges as we move into the future due to our explosive growth and changing environment; we are confident that we will meet these challenges due to the skills and talents of our State of Nevada employee teams. We wish you success and personal satisfaction in your new career with the State of Nevada.

A handwritten signature in cursive script, reading "Jim Gibbons".

Jim Gibbons, Governor
State of Nevada

A handwritten signature in cursive script, reading "Todd Rich".

Todd Rich, Director
Department of Personnel

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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.

Because of limitations of 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 that govern the classified services 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 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. If you would like to provide suggestions to improve the content of the handbook, please contact the Department of Personnel.

Published: July 2007

The Employee Handbook is also available on the Department of Personnel website at: <http://www.dop.nv.gov>

FILLING VACANCIES

Job Announcements

Public notices are used to announce the recruitment for vacant positions. These job announcements can be accessed through NVAPPS (Nevada Applicant Placement and Processing System) via the Department of Personnel's website at www.dop.nv.gov. 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 announced on a daily basis. Results of any recruitment may be used to fill subsequent vacancies. Therefore, individual job announcements may not be published for each individual vacancy. (NAC 284.295 and 284.309)

Applications

It is your responsibility, and to your advantage, 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 Department of Personnel 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 and promotional opportunities. Paper applications can be obtained by contacting the Department of Personnel and will be accepted for a single recruitment. 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. at the location specified on the announcement. 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

The minimum qualifications statement on the job announcement informs 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 process.

When applying through NVAPPS, you will be asked to provide your e-mail address. This 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.). Hard copy notices will

be mailed to applicants who choose not to provide an e-mail address. (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 given release time with pay in order to take an examination. 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 and 284.353)

Open Competitive Recruitments

Open competitive recruitments are open to all individuals who meet the minimum qualifications of the position and all applicants are considered equally for appointment. 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. Divisional promotional lists.
3. Departmental promotional lists.
4. Statewide promotional lists.
5. Open competitive lists.
6. 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 that 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.

The Department of Personnel may waive the list for classes that are a grade 20 or below, classes that are designated in the Classification Plan as entry level, and for classes where promotional applicants are not normally available. (NRS 284.155, 284.309, 284.320, 284.265, 284.255 and NAC 284.358 through 284.374)

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, NAC 284.374)

Inquiry of Availability

The hiring agency must contact the eligible applicants on the hiring list to inquire about their availability for the job interview and the available position. The eligible person must respond to a written/mailed inquiry within six days of the postmark, to an electronic inquiry within three 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 three days if a voicemail or electronic message was left. (NAC 284.373)

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 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 that 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 284.120, 284.440, 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.

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 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 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 following termination. If you have been separated from State service for more than two years, reinstatement will require the approval of the Department of Personnel.

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 state service. You cannot be reinstated to 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)

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. If you are a probationary employee, you must complete 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.

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 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.

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 a position at grade 30 or higher if the position is allocated at a higher grade level than the position you currently hold.

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. 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)

Unclassified 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.” If you have worked for the State for one year, you are considered a “permanent” employee and if you are promoted to a new position, 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 is reviewed more frequently. 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)

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

State of Nevada policy prohibits a classified employee from working under the immediate supervision or in the 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. 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)

EMPLOYEE PERFORMANCE/DEVELOPMENT

Work Performance Standards

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

It is required that each employee in the classified service be provided with current work performance standards for their position. (NRS 284.335 and 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 end 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 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.

If you disagree with the report on performance, you must prepare a written response identifying specific points of disagreement within 10 days of receiving the report. A reviewing officer will respond to your concerns. The

reviewing officer is the supervisor of the person who prepared your report on performance or another person designated by the appointing authority. (NRS 284.340 and 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 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 prevention of sexual harassment, including the supervisory training mandated by the NRS/NAC. The Department of Personnel's Office of Employee Development can be reached in Las Vegas at (702) 486-2928, or on the Internet at <http://dop.nv.gov>.

The Office of Employee Development administers The Nevada Certified Public Manager (NVCPM) Program for state employees and local government employees who 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 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, and written and oral communication capabilities. Upon completion, successful candidates will be awarded the designation of *Certified Public Manager (CPM)*.

Additional information about the NVCPM Program can be found on the website at <http://dop.nv.gov/CPMHome.html>. (NRS 284.343 and NAC 284.482)

Employment Records

Your official personnel file is maintained at the Department of Personnel, Central Records Section. Your agency maintains a working file with copies of the documentation. Your file includes personnel action documents, mandatory employment forms, performance evaluations, and documentation

of disciplinary action. Your file may also include letters of commendation, training certificates, or other work-related documents that you or your supervisor have requested be included in your file. You, or those indicated in NAC 284.726, may view your personnel file by making an appointment with Central Records. The employment records are maintained in accordance with the State Records Retention Schedule. (NRS 284.105, NAC 284.714)

Public Records

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) or through the Nevada Employee Action Timekeeping System (NEATS). 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, the Internal Revenue Service, the Welfare Division, and the Department of Employment, Training and Rehabilitation. (NAC 284.714, 284.718, 284.726)

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 a group of positions and/or related 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 when established criteria are met.

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, 284.165, 284.170 and NAC 284.126 through 284.152)

COMPENSATION

Payday

Employees in the Central and NDOT payroll systems are paid biweekly. Employees in the Nevada System of Higher Education are paid semi-monthly. Employees with access to the Nevada Employee Action and Timekeeping System (NEATS) may view their 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 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 Public Employees Retirement System. 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 Employer Pay Contribution Plan. Once you select the Employer Pay Contribution Plan, you cannot switch back to Employee/Employer Pay Contribution Plan. (These elections are more fully explained in the Retirement Program section of this handbook.)

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 representative can provide you with a direct deposit authorization card.

Pay Progression

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 annually. (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)

Employees in positions designated as exempt under the provisions of the Fair Labor Standards Act and the *Nevada Revised Statutes*, are not entitled to compensation for overtime. (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 284.254, 284.258)

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:

Years of Cont Svcs	Semi-Ann'l Pmt	Years of Cont Svcs	Semi-Ann'l Pmt	Years of Cont Svcs	Semi-Ann'l Pmt
8	\$75	16	\$325	24	\$725
9	\$100	17	\$375	25	\$800
10	\$125	18	\$425	26	\$875
11	\$150	19	\$475	27	\$950
12	\$175	20	\$525	28	\$1025
13	\$200	21	\$575	29	\$1100
14	\$225	22	\$625	30 or more years	\$1175
15	\$275	23	\$675		

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)

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 his 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. Exempt 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. (NRS 236.015, NAC 284.255 through 284.257)

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

Shift differential is an adjustment in pay equivalent to an additional 5 percent of an employee’s normal rate of pay. To qualify, a nonexempt employee 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 6:00 p.m. and 7:00 a.m. Employees working a qualifying shift which is reduced due to daylight savings time 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 or equivalent compensatory time off, 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 Diners Club 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. Travel should be made by the least expensive method available. (NAC 284.258, SAM 0204.0 through 0234.0)

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. 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 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 and complete a driver's safety course sponsored by the Division of Risk Management. 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 through 1415.0)

INSURANCE BENEFITS

Insurance

State employees and their dependents are entitled to specific insurance and related benefits. Although they are summarized below, additional benefit information can be found in the Public Employees' Benefits Program Master Plan Document. You will be invited to attend a employee benefit orientation within the first 60 days of employment and will receive the full benefits 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 coincident with or following 90 continuous days of employment. You may choose the Self-Funded Medical PPO Plan or Health Maintenance Organization (HMO) if the HMO is available in your region of the State. The Public Employees' Benefits Program will provide plan information to you.

The State pays the majority of the cost of your health benefits and may cover a portion of your dependent costs. Premium contributions will be taken through payroll deductions 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 your income tax is calculated. You must decline the Premium Only Plan at the time of enrollment if you want premium payments made with after-tax dollars.

Life Insurance/Long-Term Disability/Accidental Death and Dismemberment — Every active State employee who is enrolled in health benefits is also provided a \$20,000 life insurance plan, \$20,000 accidental death and dismemberment, \$20,000 seatbelt, \$5,000 airbag, and for an employee traveling on business there is an additional benefit of \$50,000 travel accident and \$50,000 seatbelt.

Also included in the benefits 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/Accidental Death & Dismemberment — Through this voluntary plan, qualified employees and their dependents can purchase term life insurance including accidental death and dismemberment coverage at attractive group rates. Payments for these voluntary plans may be made through payroll deduction.

Automobile and Home Insurance — If you are a permanent, full-time employee of the State of Nevada, automobile and home insurance may be purchased through a payroll deduction plan. Some of these options offer discounted rates to State employees.

Long-Term Care Insurance — Long-term care insurance can be purchased by employees and family members, including parents, grandparents and in-laws to provide nursing home, assisted living, and respite care. Premiums are deducted through payroll deduction on a pre-tax basis and 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.

Upon retirement, coverage as an active employee in the health plan ends and you must enroll for coverage as a retiree. Contact your payroll center, personnel office, or your PEBP agency representative for more 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/or dependent care expenses not otherwise covered.

You must decide in advance how much money you want to set aside during the plan year, which is July 1 through June 30. 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.

For additional information on the Public Employees' Benefits Program, visit their website at: www.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 98,000 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.

Note: Pay types must be specifically listed in NRS 286.025 in order to be included in compensation for purposes of PERS.

Upon initial appointment, employees select one of two plans:

- A) **Employee/Employer Pay Contribution Plan (EEs/ERs):** Employee and employer share equally in the contribution to PERS, currently 10.50% each for regular members and 17.25% 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. A refund of member contributions cancels any and all rights to a monthly benefit earned. If you elect the employee/employer-paid plan, you may switch at any time to the employer-paid plan.
- B) **Employer Pay Contribution Plan (EPC):** Employees may voluntarily choose to participate under the EPC 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, 20.5% for regular members and 33.5% for police/fire members. Contributions made by the 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 go back to the EEs/ERs.

Employees on EPC contribute by way of gross salary reduction at a lower rate than employees on EEs/ERs and defer the payment of federal income taxes. As a result, their take-home pay is higher than similar employees on EEs/ERs. 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	EEs/ERs	EPC
Gross Salary	\$ 1,500.00	\$ 1,500.00
Reduction for Employer Pay	N/A	\$ 139.45
Adjusted Gross Salary	\$ 1,500.00	\$ 1,360.55
Employee Retirement Contribution	\$ 157.50	N/A
15% Income Tax Withholding	\$ 225.00	\$ 204.08
Take-Home Pay	\$ 1,117.50	\$ 1,156.47

The estimated difference in take-home pay is \$38.97 per pay period.

Calculations in this table are based on the Classified Employer Pay Contribution Plan (EPC) Compensation Schedule effective JULY 2007 and an assumed Income Tax withholding of 15%.

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 age 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.

The computation of retirement benefits for full-time employees 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 Pay Contribution 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. Members hired before July 1, 1985, are entitled to a maximum of 90% for up to 36 years of service.

Disability Retirement — A member of the Public Employees' Retirement System (PERS) who has at least five years of service credit and who becomes totally unable to perform his current or any comparable job for which he is qualified because of injury or mental or physical illness of a permanent nature, is eligible to apply for a disability retirement allowance.

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 dependent spouse, children or parent when the conditions above are met. A member may designate a survivor beneficiary and additional payees 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, calculators, account information and news about retirement.

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 basis 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.

For additional information on the Public Employees' Retirement Program, visit their website at: www.nvpers.org

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 immediately but within seven days after the date of incident, in writing, by completing the appropriate form (**C-1 Form**). Regardless if the accident or injury is minor or major, you must notify your supervisor. If you seek medical treatment, you must file a *Claim for Compensation/Physician's Report of Initial Treatment (C-4 Form)* and have the form completed and signed by the designated physician. A claim for compensation must be filed within ninety (90) days after the date of accident/injury. The C-4 Form must be presented to your agency as soon as possible. Upon receipt of the C-4 Form, your agency must complete and file the *Employer's Report of Industrial Injury (C-3 Form)* within six working days.

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 temporary modified duty assignment that accommodates your work restrictions (NAC 284.600 through 284.6012). State employees have re-employment rights to a position for which they qualify and 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. (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 with any personal problems or workplace concerns. All active 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

Carson City	675 Fairview Drive, Ste. 221	(775) 687-3869
Reno	1325 Corporate Blvd.	(775) 688-1707
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 that selects the recipients administers the program. The Merit Award Board may authorize cash awards up to \$500. 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)

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)

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.

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 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 designee must 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 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 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 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 284.113 and 284.538 to 284.5395)

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 and 284.544)

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 (subject to some limitations) and a death (typically 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 employees must only account for full day absences that are chargeable to their sick leave unless they are approved for partial day absences under the Family and Medical Leave Act. (NRS 284.355, NAC 284.542 through 284.568)

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. 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 other leave types. (Refer to the “Overview Family and Medical Leave Act of 1993,” revised December 10, 2003.)

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)

Sick Leave Payoff — Upon retirement, voluntary termination, or 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 providing 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.

The formula to determine the amount of payoff is:

$$\frac{\text{special sick leave hrs accrued and not carried forward} + \text{120 hrs accrued regular sick leave}}{2} \times \text{rate of pay} = \text{payment amount}$$

For example:

$$\frac{70 \text{ hrs spec sick} + 120 \text{ hrs reg sick}}{2} \times \$16.07/\text{hr} = \$1,526.65$$

Family and Medical Leave Act

If you, your spouse, your child, or your parent experiences a serious health condition, you may be eligible for up to 12 weeks of job-protected leave under the Family and Medical Leave Act of 1993 (FMLA). FMLA rights may not be waived. The FMLA also provides leave for the birth of your child, or the placement of a child with you for adoption or foster care.

It is your responsibility to provide notification when you have a need for leave and to provide medical certification when the need for leave is a serious health condition.

The State is then obligated to notify you of your rights and responsibilities under the FMLA and the consequences should you fail to comply with those requirements.

For more information regarding the FMLA, an overview document is available at <http://dop.nv.gov/FMLAOverview.pdf> or by request from the Department of Personnel. (NAC 284.5231 through 284.5239, 284.558, 284.566, 284.581 through 284.5813)

Holidays

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 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 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 legal holiday. (NAC 284.255 through 284.357)

Catastrophic Leave

You may qualify for catastrophic leave if you or a member of your immediate family is 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 that an attending physician expects to exceed 10 consecutive 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 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 284.3629 and NAC 284.575 through 284.577)

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. When the appointing authority initiates the leave, not to exceed 30 days, in order to obtain the results of an examination concerning the employee's ability to perform the essential functions of his position.
3. To remove them from the work environment, not to exceed 30 days, when they have committed an act of violence or threatened to commit an act of violence.
4. For up to 2 hours to donate blood.
5. 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.

5. Up to eight hours to prepare for a hearing regarding the employee's involuntary transfer. (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 except:

1. If you are serving as a witness in your official capacity as a State employee, you are required to relinquish any witness fee to your agency. (NAC 284.582)
2. 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 disaster or emergency and it is approved by your appointing authority. (NAC 284.587)

Military Leave

You will be given a leave of absence with pay for 15 working days in any one calendar year in order to perform active military duty.

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 reemployed 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, NRS 284.359)

Release Time for State Examinations

Release time during normal working hours is provided for an employee who has qualified 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 State agency is considered part of the examination process. Release time within the normal

workday will be considered the same as time worked. However, hours 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 year by the appointing authority for any satisfactory reason. The Personnel Commission, upon recommendation of the appointing authority, may grant a leave of absence without pay in excess of one year for purposes deemed beneficial to the public service. (NAC 284.578)

Shift Trading

An employee may enter into a written agreement to trade shifts with another employee who is employed by the same state agency if each employee who enters into the agreement does so voluntarily, performs work in the same class, and obtains approval from the appointing authority.

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. You are also required to record the absence on your timesheet.

Any unauthorized or unreported absence may be grounds for disciplinary action. The appointing authority may dismiss an employee for any absence without approved leave for three consecutive days during which the employee is scheduled to work. If you are physically unable to report your absence, you should have someone else do it for you. (NAC 284.590 and 284.594)

COMPENSATION, BENEFITS, & LEAVE SUMMARY

The illustration on the following page may 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 the salary and fringe benefits the State provides. If anything contained in this illustration is unclear, the Department of Personnel or your agency personnel or payroll representative should be able to help explain the benefit further. This example is for an employee at a pay grade 28, step 4, on the Employee/Employer paid retirement contribution plan.

Type of Compensation	Calculation Rate	Annual Amount Compensated
Annual Salary (includes paid leave)	\$17.74/hr x 2088 hrs.	\$37,041.12
Value of leave earned:		
Annual Leave (15 days)	\$17.74/hr x 120 hrs.	\$2,128.80
Sick Leave (15 days)	\$17.74/hr x 120 hrs.	\$2,128.80
Holidays (11 days)	\$17.74/hr x 88 hrs.	\$1,561.12
Subtotal		\$5,818.72
Other Employer-Paid Benefits:		
Group Insurance	\$557.30/month x 12	\$6,687.60
Workers' Compensation	0.0225 of annual salary	\$833.43
Unemployment Compensation	0.0004 of annual salary	\$14.82
Medicare	0.0145 of annual salary	\$537.10
PERS Contribution	0.1050 of annual salary	\$3,889.32
Subtotal		\$11,962.27
Total Compensation (Annual salary and other employer-paid benefits)		\$49,003.39
Benefits as a Percentage of Total Compensation:		
<u>Paid Leave + Other Benefits</u>		36.29%
<u>Total Compensation</u>		

Explanation of Other Employer-Paid Benefits

- Group Insurance:* Includes health insurance, dental insurance, 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 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.

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, 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:

- 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 inform their supervisor or next level of authority.

If you experience sexual harassment or witness it, you may report it to your agency coordinator, or you may call the Sexual Harassment/Discrimination Hotline at 1-800-767-7381 and report it to the Sexual Harassment/Discrimination Investigation Unit in the Department of Personnel. 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 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.

Failure to participate in any investigation of alleged discrimination, including an investigation concerning sexual harassment, may lead to disciplinary action. (NRS 613.405, 233.160, NAC 284.650 and 284.771)

SAFETY AND HEALTH PROGRAMS

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 that identifies and reviews employee safety concerns.

Employees are expected to follow all safety rules established by their agency, 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.

The Risk Management Division of the Department of Administration 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.

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 to unlawfully possess 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.

The State's allowable concentration 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 that are necessary to carry out the regulatory requirements of the Drug Free Workplace Act. A copy of the State of Nevada Reasonable Suspicion and Pre-employment Alcohol and Drug Testing Program may be obtained by calling the Department of Personnel at (775) 684-0119 or on the website at: <http://dop.nv.gov/drugtest.pdf>. (NRS 284.406-407 and NAC 284.880 through 284.894)

Smoking Policy

State law prohibits smoking in public buildings. (NRS 202.2491)

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 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 your full attention and efforts to your assigned tasks during your hours of State employment. (NAC 284.738 through 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 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 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.

GRIEVANCES AND APPEALS

Mediation

Mediation is offered to employees as a voluntary, informal, and confidential process that may be beneficial in assisting disputing parties reach 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.

Employees of requesting party may make a request to management, their Agency coordinator, and or the Mediation Program Administrator of their needs or intent to enter into the process, but with the understanding that all involved parties must voluntarily agree to mediate.

The mediation policy, forms and general information are posted on the Department of Personnel's Web page under the heading Mediation.

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. The specified period to resolve a grievance may be extended if both parties mutually enter into a written agreement on the prescribed form.

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 284.646 and 284.656, 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 submit your resignation at least two weeks prior to the intended termination date. There is a three-day period, after you submit your resignation during which time you may rescind your resignation. (NRS 284.381 and 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 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 284.646 and NAC 284.656. 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)

GLOSSARY OF TERMS

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.

“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.

“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.

“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.

“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.

“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.

“Classification” means the systematic process of analytically grouping and allocating positions to classes based on the similarity of actual duties and responsibilities.

“Classification plan” means a listing of all the classes which have been established, the class specifications, and the grade to which each is assigned.

“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 Code* and *Nevada Revised Statutes*.

“Continuous service” means service which is not broken by a separation except for those separations listed in NAC 284.598.

“Date of hire” means the date an employee begins or, after a break in service, resumes his paid employment with the State.

“Dating relationship” means 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.

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

“Department of Personnel” refers to the staff of the Department of Personnel.

“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.

“Employee” is a person legally holding a position in the public service as defined in NRS 284.015.

“Essential functions of a position” means the fundamental job duties of the employment position.

“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.

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

“Grade” is a term used to designate a salary range for a class.

“Holiday” means a day that is designated to be a legal holiday pursuant to NRS 236.015.

“Innovative workweek” means a work schedule that differs from a standard or nonstandard workweek.

“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.

“Nonclassified” means an employee in the Office of the Governor or the Judicial or Legislative branch of State government.

“Nonexempt” means, for the purposes of overtime, an employee is eligible for time and one-half compensation.

“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.

“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.

“Part-time employee” means an employee whose work schedule is less than 100% full-time equivalency (FTE).

“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.

“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.

“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.

“Position” is a group of duties and responsibilities that have been assigned to a single job.

“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.

“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.

“Rating of performance” means the overall rating of an employee’s performance efficiency, character and conduct which is included in the report on performance of the employee.

“Reappointment” means a noncompetitive appointment of an employee to a class formerly held or to a comparable class.

“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.

“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.

“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.

“Reinstatement” means a noncompetitive appointment of a former permanent employee to a class formerly held or to a comparable class.

“Step” is a specific rate of pay within a grade.

“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.

“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.

“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.

“Trial period” means the 6-month or 1-year probationary period served by a permanent employee who has been promoted.

“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 which 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
Department of Personnel	www.dop.nv.gov
Public Employees' Benefits Program	www.pebp.state.nv.us
Public Employees' Retirement System	www.nvpers.org
Liberty Mutual	www.libertymutual.com
United Way of Southern Nevada	www.uwsn.org
UNUM Voluntary Insurance	www.unumprovident.com
Standard Voluntary Insurance	www.standard.com
The Hartford	http://retire.hartfordlife.com
IFS/HR (State Employees Only)	http://ifs.intranet.state.nv.us
NEATS (State Employees Only)	www.neats.state.nv.us
State of Nevada Labor Commissioner	www.laborcommissioner.com
US Treasury Savings Bonds	www.savingsbonds.gov
United Way of Northern Nevada	www.uwayreno.org
Rules for Personnel Administration	http://dop.nv.gov/NAC.pdf
United Way of the Great Basin	http://www.unitedwaygreatbasin.org

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