

**ADOPTED REGULATION OF THE
PERSONNEL COMMISSION**

LCB File No. R044-08

Effective August 26, 2008

EXPLANATION – Matter in *italics* is new; matter in brackets ~~[omitted material]~~ is material to be omitted.

AUTHORITY: §1, NRS 284.065, 284.155 and 284.384.

A REGULATION relating to the State Personnel System; providing for the submission of grievances via the Internet; and providing other matters properly relating thereto.

Section 1. NAC 284.680 is hereby amended to read as follows:

284.680 For the purposes of NAC 284.682, 284.686 and 284.690, a grievance is deemed to have been received at each step in the grievance procedure:

1. On the date on which the employee or his chosen representative personally delivers the grievance , ~~[or]~~ transmits it by facsimile machine ~~[;]~~ *or submits it via the Internet using the Employee Incident Tracking System within the Nevada Employee Action and Timekeeping System developed by the Department of Personnel, which is available at <https://nvapps.state.nv.us/NEATS/admin/Home.aep>*; or

2. If the employee mails the grievance, 3 days after:

- (a) The date on which the grievance was postmarked; or
- (b) The date on the return receipt if sent by certified mail.

NOTICE OF ADOPTION OF PROPOSED REGULATION
LCB File No. R044-08

The Personnel Commission adopted regulations assigned as LCB File No. R044-08 which pertains to chapter 284 of the Nevada Administrative Code.

INFORMATIONAL STATEMENT

1. A description of how public comment was solicited, a summary of public response, and an explanation how other interested persons may obtain a copy of the summary.

Copies of the proposed regulation, notice of workshop and notice of intent to act upon a regulation were sent by U.S. Mail and email to persons who were known to have an interest in the subject of proposed personnel regulation changes as well as any person who had specifically requested such notice. These documents were also made available on the website of the Department of Personnel (DOP), <http://dop.nv.gov/>, mailed to all county libraries in Nevada and posted at the following locations:

Department of Personnel
Blasdel Building
209 E. Musser St
Carson City, NV 89701

Legislative Building
401 S. Carson St
Carson City, NV 89710

Capitol Building
Main Floor

Grant Sawyer State Office Bldg.
555 E. Washington Blvd
Suite 4401
Las Vegas, NV 89101

Nevada State Library and Archives
100 Stewart St
Carson City, NV 89701

A comment on the new on-line Incident Tracking System as it relates to this regulation did not result in any changes being made to the regulation. A copy of the minutes of the workshop is attached.

2. The number of persons who:

- (a) Attended each hearing:** Personnel Commission meeting (hearing), 79 attendees
- (b) Testified at each hearing:** Personnel Commission meeting (hearing), 1 testified
- (c) Submitted written comments:** No written comments were received.

3. A description of how comment was solicited from businesses, a summary of their response, and an explanation how other interested persons may obtain a copy of the summary.

Comments were not solicited, as the regulation does not affect businesses.

- 4. If the regulation was adopted without changing any part of the proposed regulation, a summary of the reasons for adopting the regulation without change.**

No comments were received in opposition to this regulation.

- 5. The estimated economic effect of the regulation on the business which it is to regulate and on the public. These must be stated separately, and each case must include:**
(a) Both adverse and beneficial effects; and
(b) Both immediate and long-term effects.

This regulation does not have a direct economic effect on either a regulated business or the public.

- 6. The estimated cost to the agency for enforcement of the adopted regulation:**

No increased cost is anticipated to the Department of Personnel with the enforcement of this regulation.

- 7. A description of any regulations of other State or governmental agencies which the regulation overlaps or duplicates and a statement explaining why the duplication or overlap is necessary. If the regulation overlaps or duplicates a federal regulation, the name of the regulating federal agency.**

This regulation does not overlap or duplicate any State, federal, or other governmental agency regulations.

- 8. If the regulation includes provisions that are more stringent than a federal regulation that regulates the same activity, a summary of such provisions.**

This regulation does not include any provisions that are more stringent than any federal regulation.

- 9. If the regulation provides a new fee or increases an existing fee, the total annual amount the agency expects to collect and the manner in which the money will be used.**

No fees are associated with this regulation.

- 10. Is the proposed regulation likely to impose a direct and significant economic burden upon a small business or directly restrict the formation, operation or expansion of a small business? What methods did the agency use in determining the impact of the regulation on a small business?**

This regulation is specific to State government agencies and has no impact on small business.