

**PROPOSED REGULATION OF
THE HUMAN RESOURCES COMMISSION**

LCB File No. R121-26

June 8, 2026

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

AUTHORITY: § 1, NRS 284.065, 284.155 and 284.355.

A REGULATION relating to human resources; revising provisions relating to confidential personnel records; and providing other matters properly relating thereto.

Legislative Counsel's Digest:

Existing law requires the Human Resources Commission in the Division of Human Resource Management of the Department of Administration to adopt regulations necessary to carry out the provisions of law relating to the State Human Resources System. (NRS 284.065) Existing regulations provide that certain types of information relating to the record of employment of a current or former employee which are maintained by the Division or the personnel office of an agency are confidential, including, without limitation, the employee's: (1) usage or balance of his or her annual leave; (2) usage or balance of his or her sick leave; (3) personal telephone number; and (4) social security number. (NAC 284.718) This regulation additionally makes the following types of information in the record of employment of a current or former employee confidential: (1) the employee's usage or balance of his or her paid family leave; and (2) the employee's driver's license number.

Section 1. NAC 284.718 is hereby amended to read as follows:

284.718 Except as otherwise provided in NRS 284.4086:

1. The following types of information, which are maintained by the Division of Human Resource Management or the agency, are confidential:

(a) Information relating to salaries paid in other than governmental employment which is furnished on the condition that the source remain confidential;

- (b) Any document which is used in negotiations with employees or their representatives which has not been made public by mutual agreement;
- (c) The rating and remarks concerning an applicant by the individual members of the board or assessors of a center for assessment;
- (d) Any recording or document which is used in the process of interviewing an applicant, including, without limitation, a document containing interview questions, evaluation tools used for rating applicants and any notes concerning an applicant that were taken by a person as part of the process of rating an applicant;
- (e) Materials used in examinations, including suggested answers for oral examinations;
- (f) Records and files maintained by an employee assistance program offered by the State of Nevada;
- (g) Reports by employers, appointing authorities or law enforcement officials concerning the hiring, promotion or background of applicants, eligible persons or employees;
- (h) The class title and agency of an employee whose name is excluded from the official roster, as provided in subsection 3 of NAC 284.714, when an inquiry concerning the employee is received;
- (i) Any information contained on a person's application or relating to his or her status as an eligible person; and
- (j) Information in the record of employment of a current or former employee which relates to:
 - (1) The employee's performance;
 - (2) The employee's conduct, including any disciplinary actions taken against the employee;

(3) The employee's usage or balance of his or her annual leave , ~~and~~ sick leave ~~and~~ *paid family leave;*

(4) The employee's race, ethnic identity or affiliation, sex, sexual orientation, gender identity or expression, genetic information, disability or date of birth;

(5) The employee's personal telephone number;

(6) The employee's social security number;

(7) *The employee's driver's license number;*

~~(8)~~ (8) Any grievance filed by the employee pursuant to NAC 284.678, any response to the grievance and any other documents related to the grievance, unless a hearing is held to determine the disposition of the grievance pursuant to NAC 284.6955;

~~(8)~~ (9) Any complaint filed by the employee pursuant to NRS 281.755, any response to the complaint and any other document related to the complaint, unless a hearing is held to determine the disposition of the complaint pursuant to NAC 284.6955;

~~(9)~~ (10) Any request made pursuant to NAC 284.5243 and any response to the request;

~~(10)~~ (11) The health, medical condition or disability of the employee or a member of his or her immediate family; or

~~(11)~~ (12) Any claim for workers' compensation made by the employee and any documentation relating to the claim.

2. If the employee has requested that his or her home address be listed as confidential, the employee's record of employment must be so designated and list his or her mailing address.

3. The name of any beneficiary of an employee contained in the payroll document must not be released to anyone unless:

(a) The employee dies; or

(b) The employee signs a release.

4. Any records in the possession of the Committee on Catastrophic Leave created pursuant to NRS 284.3627 that reveal the health, medical condition or disability of a current or former employee or a member of his or her immediate family are confidential.

5. Any notes, records, recordings or findings of an investigation relating to sex- or gender-based harassment or discrimination, or both, and any findings of such an investigation are confidential.

6. Any notes, records, recordings, findings or other information obtained from an organizational climate study that directly relate to an employee's performance or conduct are confidential.

7. Any notes, records, recordings, findings or other information obtained from an internal study conducted by an agency that directly relate to an employee's performance or conduct are confidential.

8. Any notes, records, recordings, findings or other information obtained from an internal administrative investigation conducted pursuant to NRS 284.387 are confidential.