

Chapter 284 of NAC

LCB File No. T017-05

**ADOPTED TEMPORARY REGULATION OF THE
DEPARTMENT OF PERSONNEL**

Filed with the Secretary of State on April 1, 2005

NEW SECTION *"Lack of promotional candidate" defined. (NRS 284.065, 284.155, 284.295)*
"Lack of promotional candidate" means sufficient applicants for promotion are not normally available. A class may receive this designation when there are historically less than five candidates available within state service.

NAC 284.063 "Entry level" defined. (NRS 284.065) "Entry level" ~~means the lowest class within a class series. Where a trainee level exists, the term includes both the trainee and the next higher level.~~ *includes trainee and journey level classes where supervision is not a requirement of the class.*

NAC 284.069 "Journey level" defined. (NRS 284.065) "Journey level" means the level of performance within an occupational specialty that requires ~~independent action, analysis and interpretation.~~ *a degree of knowledge and proficiency sufficient to perform independently with little or no additional training.*

NAC 284.718 Confidential records. (NRS 284.065,284.155,284.407)

1. The following types of information, which are maintained by the Department of Personnel or the personnel office of an agency, are confidential:

- (a) Information relating to salaries paid in other than governmental employment which is furnished to the Department of Personnel on the condition that the source remain confidential;
- (b) Any document which is used by the Department of Personnel or an agency 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) Materials used in examinations, including suggested answers for oral examinations;
- (e) Records and files maintained by the Employee Assistance Program;
- (t) Reports by employers, appointing authorities or law enforcement officials concerning the hiring, promotion or background of applicants, eligible persons or employees;
- (g) 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;
- (h) Any information contained on a person's application or relating to his status as an eligible person; and

(i) Information in the file or record of employment of a current or former employee which relates to his:

- (1) Performance;
- (2) Conduct, including any disciplinary actions taken against him;
- (3) Race, ethnic identity or affiliation, sex, disability or date of birth;
- (4) Home telephone number; or
- (5) Social security number.

(j) Any document which is used by the Department of Personnel or an agency in the interview process including interview questions, instruments used for rating candidates, and rater notes.

2. If the employee has requested that his personal mailing address be listed as confidential, his file must be so designated and list his business 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 immediate family are confidential.

5. Any notes, records, recordings or findings of an investigation conducted by the Department of Personnel relating to sexual harassment or discrimination, or both, and any findings of such an investigation that are provided to an appointing authority are confidential.