

## 2006 RULES & REGULATIONS

### **Chapter 1 Coverage**

- 001 Applicability
- 002 Agency Rules and Policies: Conflicts
  
- 003 Agencies and Employees Covered by Personnel Rules
  
- 004 Positions and Employees not Covered by Personnel Rules
  - 004.01 Discretionary Non-Classified Positions
    - 004.01A Creation of Discretionary Non-Classified Positions
    - 004.01B Duties and Working Title
    - 004.01C Salary and Benefits
    - 004.01D Classified Employee Conversion to Discretionary Non-Classified Status
      - 004.01D1
    - 004.02 Discretionary Non-Classified Employee Conversion to Classified Status
      - 004.02A
      - 004.02B
    - 004.03 Collective Bargaining Agreements
  - 005 Availability

### **Chapter 2 Management Authority**

- 001 Agency Authority
  - 001.01
  - 001.02
  - 001.03
  - 001.04
  - 001.05
  - 001.06
  - 001.07
  - 001.08
  - 001.09
  - 001.10
  - 001.11
  - 001.12
  - 001.13
  - 001.14

### **Chapter 3 Definitions**

## 2021 RULES & REGULATIONS

### **No change**

- No change
- Word reduction, replaced “shall not” with “do not”  
**(New Section)** 003 MANAGEMENT AUTHORITY – states that management retains all rights not granted by Rules, sites § 81-1311
- 004 EMPLOYEES COVERED BY PERSONNEL RULES – word reduction, sites § 81-1316 and § 81-1373, added collective bargaining info (Current Rules, section 004.03)  
Deleted
- 005 DISCRETIONARY NON-CLASSIFIED POSITIONS – sites § 81-1316
  - 005.01 CREATION OF DISCRETIONARY NON-CLASSIFIED POSITIONS – word reduction, changed “shall” to “will”
  - 005.02 WORKING TITLE – replaced “shall” with “may,” removed references to statutory intent and organizational charts
  - 005.03 SALARY AND BENEFITS – removed references to salary grade and benefits  
Deleted
  - 005.04 AT WILL EMPLOYMENT
  - 005.05 DISCRETIONARY NON-CLASSIFIED EMPLOYEE CONVERSION TO CLASSIFIED STATUS – changed “shall” to “may”  
Deleted
- Deleted
- Deleted
- Deleted and moved information to section 004 EMPLOYEES COVERED BY PERSONNEL RULES
- 006 AVAILABILITY – removed reference to agency copy of the Rules

### **Deleted and moved info to CHAPTER 1, section 003 MANAGEMENT AUTHORITY**

- Deleted
- Deleted
- Deleted
- Deleted
- Deleted
- Deleted
- Deleted
- Deleted
- Deleted
- Deleted
- Deleted
- Deleted
- Deleted
- Deleted
- Deleted

### **CHAPTER 2 DEFINITIONS**

001 Agency	001.02 AGENCY
002 Agency Head	001.03 AGENCY HEAD
003 Adjusted Service Date	001.01 ADJUSTED SERVICE DATE
004 Board	Deleted
005 Bumping	Deleted
006 Catastrophic Event	001.04 CATASTROPHIC EVENT
007 Catastrophic Leave	001.05 CATASTROPHIC LEAVE – changed paid leave to sick leave
008 Class	001.06 CLASS
009 Class Specification	001.07 CLASS SPECIFICATION
010 Classification and Compensation Administrator	Deleted
011 Classified System	001.08 CLASSIFIED SYSTEM
012 Classify	001.09 CLASSIFY
013 Compensatory Time	001.10 COMPENSATORY TIME
014 Comprehensive Position Questionnaire (CPQ)	Deleted
015 Demotion	001.13 DISCIPLINARY DEMOTION
016 Director of Personnel	001.11 DIRECTOR
017 Disabled Veteran	001.12 DISABLED VETERAN – word reduction, sites § 48-225
018 Disciplinary Probation	001.14 DISCIPLINARY PROBATION
019 Dismissal	001.15 DISSMISSAL
020 Employee	001.16 EMPLOYEE
021 Employee Relations Administrator	Deleted
022 Exempt	001.17 EXEMPT
023 Full-time	<b>(NEW SECTION)</b> 001.18 FAMILY MEMBER
024 FTE	001.19 FULL-TIME
025 Furlough	001.20 FTE
026 Hiring Rate	001.21 FURLOUGH
027 Intern	001.22 HIRING RATE – removed reference to salary grade
028 Investigatory Suspension	001.23 INTERN
029 Job Description	Deleted
030 Job Preparation Guidelines	Deleted
031 Layoff	Deleted
032 Leave of Absence	001.24 LAYOFF
033 Maximum Rate	001.25 LEAVE OF ABSENCE
034 Minimum Permanent Rate	001.26 MAXIMUM RATE – removed reference to salary grade
035 NIS (Nebraska Information System)	001.27 MINIMUM PERMANENT RATE
036 Non-classified System	Deleted
037 Non-exempt	001.28 NON-CLASSIFIED SYSTEM
038 Occupation Group	001.29 NON-EXEMPT
039 Part-time	001.30 OCCUPATIONAL GROUP – removed examples
040 Pay-for-Performance Increases	<b>(NEW SECTION)</b> 001.31 ORIGINAL PROBATION
041 Pay Status	001.32 PART-TIME
042 Permanent Position	001.33 PAY FOR PERFORMANCE INCREASES
043 Position	<b>(NEW SECTION)</b> 001.34 PAY RANGE
044 Position Description Questionnaire (PDQ)	001.35 PAY STATUS
045 Position Questionnaire	001.36 PERMANENT POSITION
046 Promotion	001.37 POSITION
	001.38 POSITION DESCRIPTION QUESTIONNAIRE (PDQ)
	Deleted
	001.39 PROMOTION

047 Reassignment	001.40 REASSIGNMENT – removed reference to disciplinary reasons
048 Recruitment Administrator	Deleted
049 Reduction-in-Force	001.41 REDUCTION IN FORCE – removed reference to reasons
050 Reinstatement	001.42 REINSTATMENT – removed reference to lower positions
051 Relocation	001.43 RELOCATION – removed reference to IRS rules
052 Salary Grade	Deleted
053 Selection Criteria	001.44 SELECTION CRITERIA
054 Selection Device	001.45 SELECTION DEVICE
055 Series	001.46 SERIES
056 Service Date	001.47 SERVICE DATE – updated chapter reference
057 State Personnel System	001.48 STATE PERSONNEL SYSTEM
058 Suspension	001.49 SUSPENSION – changed to with or without pay
059 Temporary Employee	001.50 TEMPORARY EMPLOYEE
060 Temporary Position	001.51 TEMPORARY POSITION
061 Transfer of Employee	001.52 TRANSFER OF EMPLOYEE
062 Veteran	Deleted
<b>Chapter 4 Employee Recruitment and Selection</b>	<b>CHAPTER 3 EMPLOYEE RECRUITMENT AND SELECTION</b>
001 Equal Employment	Word reduction, removed reference to agency heads, added reference to genetic information
001.01 Affirmative Action	Deleted
002.02 ADA	Deleted
002 Vacant Positions	Word reduction, changed “shall” to “must”
002.01 Notification of Vacancies	Word reduction, changed “shall” to “will”
002.01A Posting Requirement	Word reduction, changed “shall” to “must”
002.01B Temporary Employment	Updated chapter reference
002.01C Reposting	Removed bolding, removed reference to agency internal posting requirements
002.02 Applications	Word reduction, removed reference to collection of applications at agency locations
002.02A Application Deadline	Removed reference to postmark and electronic date
002.02A1 Open Recruitment Period	Removed bolding, changed “shall” to “will”
002.03 Advertising	Word reduction, removed reference to contractual advertising
002.03A	Deleted
002.03B	Deleted
002.03C	Deleted
002.04 Reimbursement of interview expenses	Removed three applicants limit
003 Selection	Changed “shall” to “must”
003.01	Changed “shall” to “should,” added reference to hiring agency responsibility (Current Rules, Section 003.01A)
003.01A	Deleted and moved hiring agency responsibility information to section 003.01
003.02	Removed chapter reference, removed reference to agency head’s discretion
003.03	Deleted
004 Employment Eligibility Verification	Deleted
004.01	Deleted
005 Veteran’s Preference	Deleted

005.01	Deleted
005.02	Deleted
006 Understudy	004 DOUBLE-FILL – removed one year limit
006.01	Deleted
<b>Chapter 5 Temporary Employment</b>	<b>CHAPTER 4 TEMPORARY EMPLOYMENT</b>
001 Authority	Word reduction, sites § 81-1307(6)
001.01 Requests to hire temporaries	002 REQUESTS TO HIRE TEMPORARIES – word reduction, removed guideline specifics
	Deleted
002 Definition	003 EXTENSIONS – removed reference to 12 months/2080 hours
002.01	004 LEAVE – added reference to unpaid leave
	005 INSURANCE – removed definition of temporary employee
003 Benefits	006 LENGTH OF SERVICE
003.01 Insurance	007 SERVICE DATE
	008 TERMINATION – removed reference to notification, documentation, and disciplinary process
004 Length of service	009 GRIEVANCE RIGHTS
005 Service date	010 COMPENSATION – word reduction
006 Termination	010.01 REHIRING FORMER EMPLOYEES - removed exception
	011 OVERTIME – removed reference to agency approval
007 Grievance rights	Deleted
008 Compensation	012 PERSONNEL RECORDS – removed “shall,” removed references to review requirements and performance documentation
008.01 Rehiring former employees	Deleted
	No change
009 Overtime	
010 Change in duties	
011 Personnel Records	
012 Maintenance of Information on NIS	
013 Temporary Employees Hired Through Private Employment Agencies	
<b>Chapter 6 Probationary Periods</b>	<b>CHAPTER 5 PROBATIONARY PERIODS</b>
001 Original Probationary Period	Deleted
001.01 New Hire	001 NEW HIRE – changed “shall be” to “are,” added reference to rehire or transfer, updated section references
	Deleted
001.02 Transfer During Original Probation	002 EXTENSTION OF ORIGINAL PROBATION
001.03 Extension of Original Probation	002.01 – changed “shall” to “will”
001.03A	Deleted
001.03B	003 SEPARATION DURING ORIGINAL PROBATION – removed reference to two-week notice, changed “shall” to “will”
001.04 Separation During Original Probation	Deleted
	004 TRANSFERS – removed reference to disciplinary process
002 Transfer Probationary Periods	Deleted
002.01	
003 Disciplinary Probation Status	
<b>Chapter 7 Classification</b>	<b>CHAPTER 6 CLASSIFICATION</b>
001 Classification Plan	Changed “salary grade” to “pay range”
002 Class Specifications	Word reduction
003 Class Titles	No change
004 Agency Head Authority and Responsibilities	Removed reference to CPQs and location of current position questionnaire

005 Classification Delegation	Word reduction, removed reference to four-year renewal
006 Understaffing	Word reduction, changed "shall" to "must"
007 Requests for Classification Reviews	No change
007.01	Word reduction, removed reference to specific requirements for request, changed "shall" to "will"
007.01A	Word reduction, removed reference to 45 work day requirement, changed "shall" to "will"
007.01B	Word reduction, removed reference to previous knowledge of duties and the action required thereof
007.02	Word reduction, removed reference to Class & Comp Administrator
007.03	Word reduction
008 Reclassification	Word reduction, removed reference to pay cycle, changed effective date from date of final determination to date the agency changed the work and initiated the request
009 Classification Decision Reconsideration Process	Deleted
<b>Chapter 8 Salary Administration</b>	<b>CHAPTER 7 EMPLOYEE RECRUITMENT AND SELECTION</b>
001 General	Changed "shall" to "will," changed "salary grade" to "pay range"
001.01 Increased Hiring Rates	Word reduction
001.02 Written Permission Required	Word reduction
001.02A	(A) – word reduction <b>(NEW SECTION)</b> (B) – refers to unique skills and/or experience
001.02B	(C) – word reduction
001.02C	(D) – word reduction
001.02D	Deleted
001.02E	(E) – refers to operational impact
001.02F	Deleted
001.03 Recruitment Difficulties	Word reduction, removed reference to current employees, removed reference to salary compression
001.04 Rehiring Former Employees	Changed "salary grade" to "pay range," changed "shall" to "may," removed reference to documentation
002 Salary Increases upon Completion of Original Probation	Word reduction, replaced "shall" with "may"
002.01	Deleted
003 Salary Grade Changes	<b>003 PAY RANGE CHANGES</b> <b>(NEW SECTION)</b> 003.01 PROMOTIONS <b>(NEW SECTION)</b> 003.01(A) refers to circumstances for promotion <b>(NEW SECTION)</b> (i) non-supervisory, held job for three years <b>(NEW SECTION)</b> (ii) exceeds expectations, meets minimum qualifications of pay range
003.01 Upward Changes	003.01(B) PROMOTIONAL CHANGES – changes "salary grade" to "pay range"
003.01A	003.01(B)(i) – changed "salary grade" to "pay range"
003.01B	003.01(B)(ii) – changed "salary grade" to "pay range"

003.01C	003.01(B)(iii) – changed “salary grade” to “pay range,” changed “shall” to “may,” removed reference to one year time limit
003.02 Downward or Lateral Changes	003.02 DEMOTION OR LATERAL CHANGES
003.02A	Removed reference to bumping
003.02B	No change
003.02C	Changed “shall” to “will”
004 Salary Adjustments Within Grade	Word reduction, added reference to sustained high performance, removed reference to documentation
005 Temporary Reassignment to a Higher Salary Grade	Changed “salary grade” to “pay range”
006 Performance-Based Pay Increases	Word reduction, removed reference to written criteria, removed “NOTE”
006.01	Deleted
007 Bonus Payments	Changed limit from \$500 to \$1000, removed reference to conditions
007.01	Deleted
008 Additional Benefits	Deleted
<b>Chapter 9 Work Schedules / Overtime</b>	<b>CHAPTER 8 WORK SCHEDULES &amp; OVERTIME</b>
001 Work Week	Changed “shall” to “will,” added reference to leave hours credited prior to earning overtime
002 Work Schedule	Removed reference to discriminatory manner
003 Overtime Compensation Eligibility	Word reduction, references FSLA requirements
003.01 Salary Requirement for Exempt Status	Changed “shall” to “is,” changed “must be paid” to “paid”
003.02 Exempt	Combined with section 003.02A
003.02A	Deleted section and combined with Section 003.02 EXEMPT, removed reference request requirements
003.03 Non-Exempt	Changed “shall receive” to “receive”
003.04 Reconsideration of Exempt / Non-Exempt Status	Word reduction, removed reference to request requirements and timeframe
003.05 Authorization	Changed “shall” to “will,” removed reference to written record
003.05A	Deleted
004 Institutional Overtime	No change
005 Law Enforcement and Fire Protection Overtime	No change
005.01	No change
006 Non-Exempt Compensatory Time	Changed “shall” to “will”
007 Travel Time	Removed reference to authorized travel
007.01	Deleted
007.02	Deleted
008 Dual Employment	Removed reference to the employer
009 Alternate Work Schedules	009 ALTERNATIVE WORK SCHEDULES AND TELECOMMUTING – added telecommuting, removed reference to schedule specifics and public access
010 Telecommuting	Deleted
010.01	Deleted
010.02	Deleted
010.03	Deleted
010.04	Deleted
011 Job Sharing	010 JOB SHARING – word reduction
011.01	Deleted
011.02	Deleted
011.03	Deleted

011.04

**Chapter 10 Provisions for Leave**

- 001 Authorized Leave
- 002 Record of Leave
- 003 Holidays
  - 003.01 Weekend Holidays
  - 003.02 Work on an Observed or Actual Holiday
  - 003.03 Eligibility for Holiday Leave
  - 003.04 Transferring Employees
  - 003.05 Holiday Leave for Temporary Employees
  - 003.06 Holiday Leave
  - 003.06A Holiday Leave for Part-time Employees
- 004 Vacation Leave
  - 004.01 Scheduling Vacation Leave
  - 004.02 Balancing of Vacation Leave
  
  - 004.02A
  - 004.03 Vacation Leave Payment
  
  - 004.04 Catastrophic Leave
    - 004.04A Eligibility of Recipient
      - 004.04A1
      - 004.04A2
      - 004.04A3
      - 004.04A4
      - 004.04A5
    - 004.04B Requesting Catastrophic Leave
  
    - 004.04C Catastrophic Illness / Injury Donation
      - 004.04C1
  
      - 004.04D Eligibility of the Donor
        - 004.04D1
        - 004.04D2
        - 004.04D3
        - 004.04E
        - 004.04F

Deleted

**CHAPTER 9 PROVISIONS FOR LEAVE**

- Word reduction, changed "shall" to "will"
- Changed "shall" to "will"
- Word reduction, sites § 84-1001
- Word reduction, changed "shall" to "will"
- Changed "shall" to "will"
- Changed "shall" to "will"
- No change
- No change
- Changed "shall" to "will"
- Changed "shall" to "will"
- Word reduction, sites § 84-1328
- Deleted
- 004.01 BALANCING OF VACATION LEAVE – word reduction, changed "shall" to "will"
- 004.01(A) – word reduction, sites § 84-1317
- 004.02 VACATION LEAVE PAYMENT – changed "shall" to "will"
- 005 CATASTROPHIC LEAVE – removed definition, changed "shall" to "is"
- 005.01 ELIGIBILITY OF RECIPIENT – changed "shall" to "must"
- (A)
- (B)
- (C)
- (D) – changed from all paid leave to sick leave
- (E)
- 005.02 REQUESTING CATASTROPHIC LEAVE – word reduction, removed reference to location of form
- 005.03 CATASTROPHIC ILLNESS/INJURY DONATION – changed from vacation leave to vacation leave and earned compensatory time
- 005.03(A) – changed "shall" to "will," adjusted rates in the example
- 005.04 ELIGIBILITY OF THE DONOR – changed "shall" to "must"
- (A)
- (B)
- (C) – added info on compensatory time
- 005.05, changed "shall" to "will"
- 005.06
- (NEW SECTION)** 005.07. sites § 84-1317
- (NEW SECTION)** 006 MATERNITY LEAVE DONATION (MLD) PROGRAM
- (NEW SECTION)** 006.01 ELIGIBILITY OF RECIPIENT
- (NEW SECTION)** 006.02 REQUESTING MATERNITY LEAVE DONATIONS
- (NEW SECTION)** 006.03 CONTRIBUTING MATERNITY LEAVE DONATIONS
- (NEW SECTION)** 006.03(A)
- (NEW SECTION)** 006.04 ELIGIBILITY OF THE DONOR

005 Sick Leave	<b>(NEW SECTION)</b> 006.05 ADOPTIVE MOTHERS
005.01 Conditions for Using Sick Leave	<b>(NEW SECTION)</b> 006.06
005.01A	007 SICK LEAVE – word reduction, sites § 84-1320
005.01B	007.01 CONDITIONS FOR USING SICK LEAVE
005.01C	(A)
005.01D	(B)
005.02 Requests for Sick Leave	(C)
	(D)
	007.02 REQUESTS FOR SICK LEAVE – changed “shall” to “must,” removed specifics regarding substantiating evidence
005.02A	007.02(A)
005.02B	007.02(B) – changed “shall not” to “cannot”
005.03 Balancing of Sick Leave	007.03 BALANCING OF SICK LEAVE – changed “shall” to “will”
	007.04 FORFEITING OF SICK LEAVE UPON SEPARATION; SICK LEAVE PAYMENTS UPON RETIREMENT OR DEATH – changed “shall” to “will”
005.04 Forfeiting of Sick Leave Upon Separation; Sick Leave Payments upon Retirement or Death	<b>(NEW SECTION)</b> 007.04A, sites § 81-1317
	007.05 SICK LEAVE REINSTATEMENT – changed “shall” to “will”
005.05 Sick Leave Reinstatement	007.05(A) – word reduction, sites § 81-1317
005.05A	007.05(B) – changed “shall” to “will”
005.05B	008 VACATION AND SICK LEAVE ADJUSTMENTS
006 Vacation and Sick Leave Adjustments	Deleted
006.01 Service Date Adjustments	Deleted
006.01A	008.01 ADVANCEMENT OF VACATION AND SICK LEAVE – changed ‘shall’ to “must”
006.02 Advancement of Vacation and Sick Leave	008.02 LEAVE FOR EMPLOYEES WORKING FOR MORE THAN ONE AGENCY
	008.03 TRANSFERRING VACATION AND SICK LEAVE BALANCE TO ANOTHER AGENCY – changed “shall” to “will”
006.03 Leave for Employees Working for More Than One Agency	008.04 VACATION AND SICK LEAVE ACCUMULATION FOR EMPLOYEES – changed “shall” to “will”
006.04 Transferring Vacation and Sick Leave Balance to Another Agency	Deleted
006.05 Vacation and Sick Leave Accumulation for Employees	009 BEREAVEMENT LEAVE – added unborn persons
006.06 Temporary Employees	010 INJURY LEAVE AND WORKERS’ COMPENSATION – added that this section is to be administered according to the Nebraska Workers’ Compensation Act.
007 Funeral Leave	Deleted
	Deleted
008 Injury Leave and Workers’ Compensation	Deleted
	Deleted
008.01 Eligibility	Deleted
008.01A	Deleted
008.01B	Deleted
008.02 Use of Sick and/or Vacation Leave to Supplement Workers’ Compensation Payments	Deleted
008.02A	Deleted
008.02B	Deleted
008.02C	Deleted
008.02D	Deleted
008.02E	Deleted
008.02F	Deleted
008.03 Employee Health Insurance	Deleted



009 Military Leave	011 MILITARY LEAVE
009.01 Federal Status, Active Service	011.01 FEDERAL STATUS, ACTIVE SERVICE – changed “shall” to “will”
009.01A	011.01(A) – changed “shall” to “will”
009.02 State Active Service for Emergencies	011.02 STATE ACTIVE SERVICE FOR EMERGENCIES – updated section reference, changed “shall” to “will,” removed reference about not using military leave, removed reference to compensation, added that this section is administered in same manner as military leave (without 120 day limit)
009.02A	011.02(A)
009.03 Enlistment or Extended Duty	011.03 ENLISTMENT OR EXTENDED DUTY – changed “shall” to “are” and “will”
009.03A	011.03(A) – changed “shall” to “are” and “will”
009.04 Copies of Orders	011.04 COPIES OF ORDERS – changed “shall” to “will”
010 Civil Leave	012 CIVIL LEAVE
010.01 Jury Duty	012.01 JURY DUTY – changed “shall” to “is” and “must”
010.02 Election Board Duty	012.02 ELECTION BOARD DUTY – changed “shall” to “is”
010.03 Voting Time	012.03 VOTING TIME – changed “shall” to “will,” removed reference to absentee voting
010.04 Court Appearances	012.04 COURT APPEARANCES
010.04A	012.04(A) – changed “shall” to “are” and “will”
010.04B	012.04(B) – changed “shall” to “will”
010.05 Disaster Relief Leave	012.05 DISASTER RELIEF – removed reference to Red Cross
011 Leave of Absence	013 LEAVE OF ABSENCE – removed reference to unusual circumstances, examples of what is considered appropriate situations for leave, reference to leave in increments of less than one day, and reference to written requests, added that leave longer than a year needs Director approval
011.01	013.01
011.02	013.02 – changed “shall” to “will”
011.03	013.03 – changed “shall” to “will”
011.04	013.04 – changed “shall” to “will”
012 Emergency Situations	014 EMERGENCY SITUATIONS – word reduction, changed “shall” to “will”
013 Leave for Part-time Employees	015 LEAVE FOR PART-TIME EMPLOYEES – changed “shall” to “will”
014 Governor Appointed Committees	016 GOVERNOR APPOINTMENT COMMITTEES – changed “shall” to “will”
015 Family Leave	017 FAMILY AND MEDICAL LEAVE
015.01 Eligibility	017.01 ELIGIBILITY – changed “Family Leave” to “Family and Medical Leave,” changed “must” to “needs to”
015.02 Conditions for Using Family Leave	017.02 CONDITIONS FOR USING FAMILY AND MEDICAL LEAVE
015.02A	017.02(A)
015.02B	017.02(B)
015.02C	017.02(C)
015.02C1	Deleted
015.02C2	017.02(C)(i)

015.02C3	017.02(C)(ii)
015.02D	017.02(D)
015.02D1	017.02(D)(i)
015.02D2	Deleted
015.03 Certification of Serious Health Conditions	017.03 CERTIFICATION OF SERIOUS HEALTH CONDITIONS – changed “Family Leave” to “Family and Medical Leave,” changed “must” to “needs to”
015.03A Medical Second Opinions	017.03(A) MEDICAL SECOND OPINIONS – changed “must” to “needs to”
015.04 Notice of Intent to Use Family Leave	017.04 NOTICE OF INTENT TO USE FAMILY AND MEDICAL LEAVE – changed “Family Leave” to “Family and Medical Leave,” changed “must” to “will” and “needs to”
015.05 Family Leave Duration	017.05 FAMILY AND MEDICAL LEAVE DURATION word reduction
015.06 Family Leave Not Cumulative	017.06 FAMILY AND MEDICAL LEAVE NOT CUMULATIVE – changed “Family Leave” to “Family and Medical Leave”
015.07 Incremental Use of Family Leave	017.07 INCREMENTAL USE OF FAMILY AND MEDICAL LEAVE – changed “Family Leave” to “Family and Medical Leave”
015.08 Health Insurance while on Family Leave	017.08 HEALTH INSURANCE WHILE ON FAMILY AND MEDICAL LEAVE – changed “Family Leave” to “Family and Medical Leave”
015.09 Family Leave and Worker’s Compensation	017.09 FAMILY AND MEDICAL LEAVE AND WORKER’S COMPENSATION – changed “Family Leave” to “Family and Medical Leave”
015.10 Service Date Adjustments	Deleted
015.11 Family Leave Denials	017.10 FAMILY AND MEDICAL LEAVE DENIALS – changed “Family Leave” to “Family and Medical Leave”
<b>Chapter 11 Performance Management</b>	<b>Chapter 10 PERFORMANCE MANAGEMENT</b>
001 General	Deleted
002 Performance Standards / Expectations	001 PERFORMANCE STANDARDS AND EXPECTATIONS – changed “shall” to “must,” added reference to written feedback
003 Performance Evaluations	002 PERFORMANCE EVALUATIONS – removed reference to State Personnel approval
003.01	002.01
003.02	002.02 – added reference to pay for performance <b>(NEW SECTION)</b> 002.03 – states that reviews should be completed on established, state-wide performance management system
003.03	002.04 – changed “shall” to “will”
004 Administration	003 ADMINISTRATION
004.01	003.01
004.02	003.02 – changed “shall” to “will”
004.03	003.03 – changed “shall” to “will,” removed reference to three most recent evaluations.
004.04	Deleted
005 Evaluators	004 EVALUATORS – changed “shall” to “will,” added reference to next-level supervisor
005.01	Deleted
005.02	Deleted

## **Chapter 12 Personnel Records**

### 001 Accessibility of Records

001.01

001.02

001.03

001.04

001.05

### 002 Maintenance of Records

002.01

002.02

002.03

002.04

002.05

002.05A

### 003 Rights of Review

### 004 Negative Documentation

004.01

004.02

004.03

004.04

004.05

### 005 Director's Authorization

### 006 Medical Information

## **Chapter 13 Reduction in Force**

### 001 General

### 002 Furloughs

002.01

002.02

002.03

002.04

### 003 Layoffs

003.01

003.02

### 004 Bumping

004.01

004.02

004.03

004.04

004.04A

004.04B

004.04C

004.05

### 005 Layoff of Employees Eligible for Retirement

### 006 Salaries of Employees Exercising Bumping

### Rights

### 007 Reinstatement

007.01

007.02

## **CHAPTER 11 EMPLOYEE RECORDS**

Word reduction, sites § 84-712

Deleted

Deleted

Deleted

Deleted

Deleted

Changed "shall" to "should," removed reference to where the records are retained, removed reference to additional records

(A) – removed reference to NIS

(B) – removed reference to agency policy

(C)

(D) – removed examples

002.01 – word reduction, sites applicable Records

Management retention

Deleted

Added reference to former employees, changed "shall" to "can"

Changed "shall" to "should"

Updated chapter and section reference

Deleted

004.02 – changed "shall" to "will"

004.03 – changed "shall" to "will"

004.04 – updated chapter reference

Word reduction, changed "shall have" to "has"

Word reduction, changed "shall" to "will"

## **CHAPTER 12 REDUCTION IN FORCE**

Word reduction

Word reduction, removed reference to layoff, removed reference to long-term solution

Deleted

002.01

Deleted

Word reduction, changed "shall" to "will"

Changed "shall" to "will," removed reference to December 15 – January 3

Word reduction, removed examples, removed reference to rating scale

Changed "shall" to "should"

Deleted

Deleted

Deleted

Deleted

Deleted

Deleted

Deleted

Deleted

Deleted

Deleted

Deleted

004 REINSTATEMENT – changed "shall" to "will"

004.01 – changed "shall" to "will"

004.02 – removed reference to legislative increases

007.03  
007.04  
007.05  
007.06  
007.07

### Chapter 14 Disciplinary Action

001 Disciplinary Actions  
001.01 Written Warning  
001.02 Disciplinary Probation Status  
  
001.02A  
001.02B  
001.02C  
001.03 Suspension  
001.03A  
001.03B  
001.04 Demotion  
001.05 Reduction in Salary within Salary Grade  
  
001.06 Dismissal  
  
001.06A  
001.06B  
001.06C  
002 Investigatory Suspension  
002.01  
002.02  
  
003 Reasons for Imposing Disciplinary Action  
003.01  
003.02  
003.03  
003.04  
003.05  
003.06  
003.07  
003.08  
003.09  
003.10  
003.11  
003.12  
  
003.13  
003.14  
003.15  
003.16  
  
003.17  
004 Procedure for Imposing Disciplinary Action  
004.01  
004.01A  
004.01B  
004.02  
004.02A

004.03 – changed “shall” to “will”  
004.04  
004.05 – changed “shall” to “will”  
004.06 – changed “shall” to “will”  
004.07 – changed “shall” to “will”

### CHAPTER 13 DISCIPLINARY ACTION

Word reduction, changed “shall” to “will”  
Changed “shall” to “will”  
Changed “shall” to will,” added reference to section 004  
Changed “shall” to “will”  
No change  
No change  
Changed “shall” to “will”  
Changed “shall” to “will”  
Changed “shall” to “will”  
Changed “shall” to “will”  
Changed from non-exempt employees to all employees  
Added that employees may be dismissed for disciplinary reasons, removed two-week notice requirement  
Deleted  
Deleted  
Deleted  
Changed “shall” to “will”  
Changed “shall” to “will”  
Limited grievances to investigative suspensions without pay  
Removed the word “appropriate”  
(A)  
(B)  
(C)  
(D)  
(E)  
(F)  
(G) – Removed reference to application/resume  
(H)  
(I) – Word reduction  
(J)  
(K)  
(L) – Changed from “conviction of a felony” to “commission of a crime”  
Deleted  
(M) – Word reduction  
(N)  
(O) – Added “genetic information” and removed examples  
(P)  
No change  
Changed “shall” to “will”  
Changed “shall be” to “are,” changed “shall” to “will”  
Changed “shall” to “is” and “will”  
Changed “shall” to “will”  
(A)

004.02B	(B)
004.02C	(C) – Expanded to include info from section 004.02D
004.02D	Deleted, information covered in (C)
004.03	Changed “shall” to “will”
005 Documentation Retention	Deleted
<b>Chapter 15 Employee Grievance Procedure</b>	<b>CHAPTER 14 EMPLOYEE GRIEVANCE PROCEDURE</b>
001 Eligibility	Word reduction, removed chapter reference
002 Grievance of Application of Personnel Rules or Conditions of Employment	Word reduction, removed reference to agency heads
003 Non-Grievable Issues	No change
003.01	Added (A), (B), (C), etc., to listed examples
003.02	Deleted
003.03	Deleted
004 Effect of Grievance on Management Action and Employee Status	Changed “shall” to “does”
005 Record of Previous Discipline	Word reduction, removed reference to types of offenses, removed reference to time requirements
006 Obtaining Forms	No change
007 Settlement	Word reduction, removed reference to settlement requirements
008 Grievance procedure Steps and Time Allowances	Word reduction, removed reference to involuntary separation
008.01 Optional Informal Meeting	Deleted
008.02 Step 1 – Formal Written Grievance	<b>008.01 STEP 1 – FORMAL WRITTEN GRIEVANCE</b> – Changed to submission to agency head/designee instead of immediate supervisor, added the agency head will issue written decision within 15 work days
008.02A	Deleted
008.02B	Deleted
008.03 Step 2 – Appeal to Agency Head	<b>008.02 STEP 2 – APPEAL TO AGENCY HEAD –</b> Added reference to subordinate of agency head, added the agency head will issue written decision within 15 work days
008.03A	Deleted
008.03B	Deleted
008.04 Step 3 – Appeal to Personnel Board	<b>008.03 STEP 3 – APPEAL TO STATE PERSONNEL BOARD –</b> Word reduction, removed reference to location of forms <b>(NEW SECTION) 008.03(A) HEARING OFFICER/ STATE PERSONNEL BOARD HEARING</b> <b>(NEW SECTION) 008.03(A)(i)</b> <b>(NEW SECTION) 008.03(A)(ii)</b> <b>(NEW SECTION) 008.03(A)(iii)</b> <b>(NEW SECTION) 008.03(A)(iv)</b> <b>(NEW SECTION) 008.03(A)(v)</b>
008.04A Definitions	Deleted
008.04A1	Deleted
008.04A2	Deleted
008.04A3	Deleted
008.04A4	Deleted
008.04A4(a)	Deleted
008.04A4(b)	Deleted
008.04A4(c)	Deleted
008.04A4(d)	Deleted

008.04A5	Deleted
008.04A6	Deleted
008.04B Prohibitions against ex parte communications	Deleted
008.04B1 Prohibitions; when applicable	Deleted
008.04B2 Prohibitions; to whom applicable	Deleted
008.04B2(a) Parties and public	Deleted
008.04B2(b) Persons in decision making roles	Deleted
008.04B2(c) Investigators	Deleted
008.04B3 Disclosure of Contacts	Deleted
008.04B3(a)	Deleted
008.04B3(b)	Deleted
008.04B3(c)	Deleted
008.04B3(d)	Deleted
008.04B3(e)	Deleted
008.04C Commencement of a contested case	Deleted
008.04C1	Deleted
008.04C2	Deleted
008.04C3	Deleted
008.04C4	008.03(A)(vi)
008.04C4(a)	(1)
008.04C4(a)(1)	Deleted
008.04C4(a)(2)	(2)
008.04C4(b)	(3) – Word reduction, removed reference to specific type/size of paper, removed reference to photo
008.04C5	(4)
008.04C6	(5)
008.04C7	(6)
008.04C8	Deleted
008.04C9	Deleted
	<b>(NEW SECTION) 008.03(A)(vii) SUBPOENAS</b>
	<b>(NEW SECTION) 008.03(A)(vii)(1)</b>
	<b>(NEW SECTION) 008.03(A)(viii)</b>
	<b>(NEW SECTION) 008.03(A)(ix)</b>
008.04D Hearing officer; criteria	Deleted
008.04D1	Deleted
008.04D2	Deleted
008.04D3	Deleted
008.04D4	Deleted
008.04D5	Deleted
008.04D6	Deleted
008.04E Prehearing Procedures	Deleted
008.04E1 Prehearing conferences and orders	Deleted
008.04E1(a)	Deleted
008.04E1(a)(1)	Deleted
008.04E1(a)(2)	Deleted
008.04E1(a)(3)	Deleted
008.04E1(a)(3)(a)	Deleted
008.04E1(a)(3)(b)	Deleted
008.04E1(a)(3)(c)	Deleted
008.04E1(a)(3)(d)	Deleted
008.04E1(a)(3)(e)	Deleted
008.04E1(a)(3)(f)	Deleted
008.04E1(a)(3)(g)	Deleted
008.04E1(a)(3)(h)	Deleted
008.04E1(a)(3)(h)	Deleted

008.04E1(b)	Deleted
008.04E1(c)	Deleted
008.04E2	Deleted
008.04E2(a)	Deleted
008.04E2(b)	Deleted
008.04E2(b)(1)	Deleted
008.04E2(b)(2)	Deleted
008.04E2(b)(3)	Deleted
008.04E2(b)(4)	Deleted
008.04E2(c)	Deleted
008.04E3 Continuances	008.03(A)(x) – word reduction
008.04E3(a) Good cause	008.03(A)(xi)(1)
008.04E3(a)(1)	(a)
008.04E3(a)(2)	(b)
008.04E3(a)(3)	(c)
008.04E4 Informal Disposition	Deleted
	<b>(NEW SECTION) 008.04</b>
	<b>(NEW SECTION) 008.05 DISCOVERY</b>
	<b>(NEW SECTION) 008.05(A)</b>
	<b>(NEW SECTION) 008.05(B)</b>
	<b>(NEW SECTION) 008.05(C)</b>
	<b>(NEW SECTION) 008.05(D)</b>
	<b>(NEW SECTION) 008.05(E)</b>
	<b>(NEW SECTION) 008.05(F)</b>
	<b>(NEW SECTION) 008.05(G)</b>
	<b>(NEW SECTION) 008.05(H)</b>
008.04F Conducting a contested case hearing	Deleted
008.04F1 Order	Deleted
008.04F1(a)	Deleted
008.04F1(b)	Deleted
008.04F1(c)	Deleted
008.04F1(c)(1)	Deleted
008.04F1(c)(1)	Deleted
008.04F1(c)(1)(a)	Deleted
008.04F1(c)(1)(b)	Deleted
008.04F1(c)(1)(c)	Deleted
008.04F1(c)(1)(d)	Deleted
008.04F1(c)(2)	Deleted
008.04F1(c)(2)(a)	Deleted
008.04F1(c)(2)(b)	Deleted
008.04F1(c)(2)(c)	Deleted
008.04F1(c)(2)(d)	Deleted
008.04F1(d)	Deleted
008.04F2 Evidence	Deleted
008.04F2(a)	Deleted
008.04F2(b)	Deleted
008.04F2(c)	009 RULES OF EVIDENCE & COSTS – Also includes info from 008.04F5
008.04F2(d)	Deleted
008.04F2(e)	Deleted
008.04F2(f)	Deleted
008.04F2(g)	Deleted
008.04F2(g)(1)	Deleted
008.04F2(g)(2)	Deleted
008.04F2(g)(3)	Deleted
008.04F2(h)	Deleted

008.04F3 Conducting the hearing by electronic means	Deleted
008.04F4 Official record	Deleted
008.04F4(a)	Deleted
008.04F4(b)	Deleted
008.04F4(c)	Deleted
008.04F4(c)(1)	Deleted
008.04F4(c)(2)	Deleted
008.04F4(c)(3)	Deleted
008.04F4(c)(4)	Deleted
008.04F4(d)	Deleted
008.04F4(e)	Deleted
008.04F5 Costs	009 RULES OF EVIDENCE & COSTS – Removed reference to labor contracts
008.04G Decision and order in a contested case	Deleted
008.04G1	Deleted
008.04G2	Deleted
008.04G2(a)	Deleted
008.04G2(b)	Deleted
008.04G2(c)	Deleted
008.04G2(d)	Deleted
008.04G2(e)	Deleted
008.04G2(f)	Deleted
008.04G3	Deleted
008.04H Appeals	Deleted
008.04H1	Deleted
008.04H2	Deleted
008.04H3	010 – Added reference to District Court <b>(NEW SECTION) 011</b>
<b>Chapter 16 Declaratory Orders</b>	<b>Deleted</b>
001 General Information	Deleted
002 Definitions	Deleted
002.01 Agency	Deleted
002.02 Agency Director	Deleted
002.03 Argument	Deleted
002.04 Contested case	Deleted
002.05 Declaratory order proceeding	Deleted
002.06 Hearing officer	Deleted
002.07 Intervenor(s)	Deleted
002.08 Necessary party	Deleted
002.09 Parties	Deleted
002.10 Petition	Deleted
002.11 Petitioner(s)	Deleted
002.12 Pleading	Deleted
003 Petition for Declaratory Order	Deleted
003.01 Who May File	Deleted
003.02 When Orders Are Appropriate	Deleted
003.02A	Deleted
003.02B	Deleted
003.02C	Deleted
003.02D	Deleted
003.02E	Deleted
003.03 Form of Petition	Deleted
003.03A	Deleted
003.03A1	Deleted



003.03A2	Deleted
003.03A3	Deleted
003.03B	Deleted
003.03C	Deleted
003.03D	Deleted
003.03E	Deleted
003.03F	Deleted
003.03G	Deleted
003.04 Contents of Petition	Deleted
003.04A	Deleted
003.04B	Deleted
003.04C	Deleted
003.04D	Deleted
003.04E	Deleted
003.04F	Deleted
003.04G	Deleted
003.05	Deleted
003.06 Sample Petition	Deleted
003.07 Written Consents	Deleted
004 Submission and Service of Declaratory Order Petition	Deleted
004.01	Deleted
005 Disposition of the Petition	Deleted
005.01	Deleted
005.01A	Deleted
005.01B	Deleted
005.01C	Deleted
005.01D	Deleted
005.02	Deleted
005.02A	Deleted
005.02B	Deleted
005.02C	Deleted
005.02D	Deleted
005.03	Deleted
006 Intervention in Declaratory Order Proceeding	Deleted
006.01	Deleted
006.01A	Deleted
006.01B	Deleted
006.01C	Deleted
006.02 Contents of Petition	Deleted
006.02A	Deleted
006.02B	Deleted
006.02C	Deleted
006.02D	Deleted
006.02E	Deleted
006.03	Deleted
006.04	Deleted
006.05	Deleted
006.06	Deleted
007 Declaratory Order Proceedings	Deleted
007.01 Oral Argument, When	Deleted
007.02 Oral Argument, Procedure	Deleted
007.02A	Deleted
007.02B	Deleted
007.02C	Deleted
007.03	Deleted

007.04	Deleted
007.05	Deleted
007.06	Deleted
008 Issuance of Declaratory Order	Deleted
008.01	Deleted
008.02	Deleted
008.02A	Deleted
008.02B	Deleted
008.02C	Deleted
008.02D	Deleted
008.02E	Deleted
008.02F	Deleted
008.03	Deleted
008.04 Effect of Declaratory Order	Deleted
008.05 No Response within 60 Days	Deleted
009 Circumstances Under Which Agency will not Issue Declaratory Orders	Deleted
009.01	Deleted
009.01A	Deleted
009.01B	Deleted
009.01C	Deleted
009.01D	Deleted
009.01E	Deleted
009.01F	Deleted
009.01G	Deleted
009.01H	Deleted
009.01I	Deleted
009.02	Deleted
009.02A	Deleted
009.02B	Deleted
009.02C	Deleted
010 Appeal	Deleted
SAMPLE FORM	Deleted

### **Chapter 17 Miscellaneous**

001 Conflict of Interest

001.01
001.02
001.03
002 Employee Assistance Program
003 Employee Tuition Assistance Program
003.01
003.02
003.03
003.04
004 Interpretations
005 Moving Expenses
005.01
005.02
005.03
005.04
005.04A
005.05
006 Nepotism

### **CHAPTER 16 MISCELLANEOUS**

Sites § 49-1499.02(1) and Accountability and Disclosure Commission policy

Deleted
Deleted
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Deleted
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002 INTERPRETATIONS
Deleted
Deleted
Deleted
Deleted
Deleted
Deleted
Deleted
003 NEPOTISM – Added reference to romantic relationship

006.01	Deleted
006.02	Deleted
007 Other Employment	004 OTHER EMPLOYMENT
008 Petition for Rules Change	Deleted
008.01	Deleted
008.02	Deleted
008.03	Deleted
008.04	Deleted
008.05	Deleted
008.06	Deleted
008.06A	Deleted
008.06B	Deleted
008.07	Deleted
008.07A	Deleted
008.07B	Deleted
008.07C	Deleted
009 Pilot Programs	005 PILOT PROGRAMS – Removed criteria examples
009.01	Deleted
009.02	Deleted
009.03	005.01 – Word reduction
009.04	005.02 – Word reduction, removed reference to periodic reports
010 Political Activities	006 POLITICAL ACTIVITIES
010.01	006.01 – Reworded, added “may not:”
010.01A	(A) – Removed “shall not”
010.01B	(B) – Removed “shall”
010.01C	(C) – Removed “shall”
010.01D	006.02 – Removed explanation of partisan office
010.02	006.03 – Removed address for Office of Special Counsel
010.03	006.04 – Reworded
010.04	006.05
011 Prohibited Acts and Gifts	007 PROHIBITED ACTS AND GIFTS
011.01	<b>(NEW SECTION)</b> 007.01 – Added “Employees may not:”
011.02	(A) – Removed “shall”
011.03	(B) – Removed “shall”
012 Resignations	(C) – Removed “shall”
013 Rest Periods	008 RESIGNATIONS
014 Retiree Health Insurance	009 REST PERIODS
015 Severability	010 RETIREE HEALTH INSURANCE
	011 SEVERABILITY – Changed “shall” to “will”
<b>Chapter 18 Employee Recognition Programs</b>	<b>CHAPTER 15 EMPLOYEE RECOGNITION PROGRAMS</b>
001 Recognition Programs	Changed to reference enterprise level plan for state agencies
	<b>(NEW SECTION)</b> (A)
	<b>(NEW SECTION)</b> (B)
	<b>(NEW SECTION)</b> (C)
	<b>(NEW SECTION)</b> (D)
	<b>(NEW SECTION)</b> (E)
001.01	Removed “Years of Service” information, added reference to agency-specific plans
001.02	Deleted

001.03	Deleted
001.04	002 – Word reduction, sites §§ 81-1350, 81-1351, and 81-1353
001.05	002.01
002 Funding	003 FUNDING – Removed reference to appropriation
003 Public Information	Deleted