

REQUEST FOR CHANGES TO THE STATE ADMINISTRATIVE MANUAL (SAM)

Agency Code: 015

Department: Governor's Finance Office

Division (if applicable): Division of Internal Audits

Appointing authority: Tiffany Greenameyer

Agency contact (name, phone and e-mail): Craig Stevenson, 775-687-0140, c.stevenson@finance.nv.gov

Budget Division Analyst (name, phone and e-mail): N/A

Proposed BOE date: December 9, 2025

Proposed effective date: Upon Approval

1. Reason/purpose for requested change:

A new section is being added to the State Administrative Manual to address Collective Bargaining. This section includes timelines established through the passage of AB 356 (2025).

2. Explain how the recommended change(s) will benefit agencies or create consistencies or efficiencies, etc. (provide examples if applicable):

The new section addressing Collective Bargaining will benefit agencies by creating consistencies in the collective bargaining process and clearly delineating timelines applicable to the collective bargaining process.

3. Will recommended change have a fiscal impact (if yes, explain):

No.

4. Existing and recommended language in SAM (***blue bold italics*** is new language being proposed and ***red-strikethrough*** is deleted language being proposed). (please provide requested change as an attachment):

See attachment.

Appointing Authority: Curtis Palmer for T. Greenameyer

BOARD OF EXAMINERS APPROVAL DATE: _____
(for BOE use only)

0800 Collective Bargaining

0802 Collective Bargaining

Collective bargaining is a method of determining wages, hours, and other conditions of employment by negotiation between representatives of the Executive Department and an employee labor organization. Collective bargaining must be done in good faith. (NRS 288.500(2))

0804 Authority

- A. The Governor shall designate a representative to conduct negotiations concerning collective bargaining agreements on behalf of the Executive Department. The representative may, with the approval of the Governor, delegate the responsibility to conduct such negotiations to another person. Individual departments and divisions within the Executive Department are prohibited from collectively bargaining with State employee unions. (NRS 288.565)*
- B. The Director of the Governor's Finance Office (GFO) shall designate a representative to serve as liaison for all fiscal matters concerning collective bargaining agreements.*

0806 Bargaining Process

- A. The collective bargaining process requires the Executive Department and representatives of an employee labor organization to negotiate in good faith on the following mandatory subjects of bargaining: Salary or wage rates or other forms of direct monetary compensation; Sick leave; Vacation leave; Holidays; Other paid or nonpaid leaves of absence; Total hours of work required of an employee on each workday or workweek; Total number of days' work required of an employee in a work year; Discharge and disciplinary procedures; Union recognition clause; The method used to classify employees in the bargaining unit; Deduction of dues for the recognized employee organization; Protection of employees in the bargaining unit from discrimination because of participation in recognized employee unions; No-strike provisions consistent with the provisions of NRS Chapter 288; Grievance and arbitration procedures for resolution of disputes relating to interpretation or application of collective bargaining agreements; General savings clauses; Safety of the employee; Procedures for a reduction in workforce, and; Procedures to reopen a collective bargaining agreement in times of a fiscal emergency. (NRS 288.500(2)(a) and NRS 288.150(2))*
- B. The following subjects are management rights reserved to the Executive Department without negotiation: The right to hire, direct, assign or transfer an employee, but excluding the right to assign or transfer an employee as a form of discipline; The right to reduce in force or lay off any employee because of lack of work or lack of money, subject to the provisions in NRS*

Chapter 288; The right to determine: (1) Appropriate staffing levels and work performance standards, except for safety considerations; (2) The content of the workday, including without limitation workload factors, except for safety considerations; (3) The quality and quantity of services to be offered to the public; and (4) The means and methods of offering those services, and; The safety of the public. (NRS 288.500(3) and NRS 288.150(3))

- C. The bargaining process should prioritize the health and safety of all employees by establishing clear limits on allowable working hours and the number of consecutive workdays.*
- D. The Governor's representative shall begin negotiations concerning a collective bargaining agreement on or before April 1 of each even-numbered year.*
- E. All collective bargaining agreements must begin on July 1 of an odd-numbered year and must end on June 30 of the next odd-numbered year. If the parties cannot agree to a new collective bargaining agreement before the end of the term of a collective bargaining agreement, the terms of that collective bargaining agreement remain in effect until a new collective bargaining agreement takes effect. (NRS 288.550)*

0808 Board of Examiners Approval

- A. Any new, extended, or modified collective bargaining agreement must be approved by the State Board of Examiners (BOE). (NRS 288.555)*
- B. The finalized agreement, including supporting documentation, must be submitted to the GFO for review no later than 45 days prior to the next scheduled BOE meeting, or by May 1 of the odd-number years, whichever occurs earlier.*

0814 Arbitration

- A. Arbitration proceedings shall begin on or before September 15 of even-numbered years.*
- B. The arbitrator must issue a final decision on or before December 5 of the even-numbered year.*