

REQUEST FOR CHANGES TO THE STATE ADMINISTRATIVE MANUAL (SAM)

Agency Code: 087

Department: ADMINISTRATION

Division (if applicable): DIRECTOR'S OFFICE

Appointing authority: JOY GRIMMER

Agency contact (name, phone and e-mail): JOY GRIMMER,
JOYGRIMMER@ADMIN.NV.GOV

Budget Division Analyst (name, phone and e-mail): ROXANA GIFFORD
GIFFORDR@FINANCE.NV.GOV

Proposed BOE date: NOVEMBER 12, 2024

Proposed effective date: UPON APPROVAL

1. Reason/purpose for requested change:
Update to Sections 2630 and 3610.
2. Explain how the recommended change(s) will benefit agencies or create consistencies or efficiencies, etc. (provide examples if applicable):
*An update to Section 2630 will add clarification and guidance.
The update to Section 3610 is needed as it is no longer accurate. The change will provide reference to the correct Nevada Revised Statute.*
3. Will recommended change have a fiscal impact (if yes, explain): *Cannot Determine.*
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):**

Appointing Authority: *Angie Stephenson*

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

2630 Decorating Offices

- A. It is the policy of the State to furnish offices with appropriate furniture and equipment for the position.
- B. *To the extent budgetary authority is available for this purpose, expenses for decorating common areas of State offices are allowable.*
- C. **Personal decorations are not an allowable State expense.**
- D. *Live plants in State-owned or leased buildings must be maintained in a manner that prevents damage to State property and maintains a neat and sanitary work environment.*
- E. *Permanent wall displays may be installed by Buildings and Grounds in State offices.*
- F. *Hanging of personal items on walls of State-owned and leased buildings is permitted so long as they are appropriate to the State or agency and are installed in a secure manner that permits removal without damage to the surface.*
- G. *Employees are responsible for the repair of any damage caused by plants or wall hangings.*

3610 Persons Ineligible for Membership

- ~~1. Independent contractors or persons rendering professional services on a fee, retainer, or contract basis;~~
- ~~2. Substitute teachers and students who are employed by the institution that they attend;~~
- ~~3. Retired employees who are employed by a participating public employer, except as provided in [NRS 286.523](#);~~
- ~~4. Members of boards or commissions of the State or its political subdivisions when such boards or commissions are advisory or directive and when membership is not compensated except for expenses incurred;~~
- ~~5. Inmates of State institutions even though they may be receiving compensation for services performed for the institution;~~
- ~~6. District Judges and Supreme Court Justices who are first elected or appointed on or after July 1, 1977, who are not enrolled in the System at the time of election or appointment;~~
- ~~7. Members of the professional staff of the Nevada System of Higher Education who are employed on or after July 1, 1977 except as provided in [NRS 286.520](#);~~
- ~~8. People assigned to intermittent or temporary positions unless the assignment exceeds six months, except as provided in [NRS 286.293](#);~~
- ~~9. Nurses who are not full-time employees, are paid an hourly wage on a daily basis, do not receive the employee benefits received by other employees of the same employer and do not work a regular schedule or are requested to work for a shift at a time.~~

Certain persons are not eligible to become members of the Public Employees' Retirement System. See [NRS 286.297](#) for a list of those ineligible for membership.

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