

STATE OF NEVADA
DEPARTMENT OF CORRECTIONS
OFFICE OF THE DIRECTOR
MEMORANDUM

TO:

DATE:

FROM: Carla Padgett, Personnel Officer III

SUBJECT: REINSTATEMENT INFORMATION

This memo is to inform you of how your employment with the Department of Corrections is affected once you terminate to withdraw your retirement contributions. **Please consider carefully!**

- You may be reinstated to your former position with the same pay grade and step, however, you will be required to complete a one-year probationary period.
- Annual leave will be paid out and cannot be used for a period of six months from the date of reinstatement.
- All Compensatory time will be paid out.
- Eligibility to receive longevity pay will begin after 8 continuous years of employment from the date of reinstatement.
- All accrued sick leave will be paid as described in NAC 284.355 or will be lost.
- Leave accruals will be based on new hire date.
- You will incur a loss of seniority within the institution.
- You will lose your Lung Benefits until employed for 2 years from the date of reinstatement.
- You will lose your Heart Benefits until employed for 5 years from the date of reinstatement.
- You will lose your retirement credit for all years previously worked.
- You must submit to and pass a screening for controlled substances.
- You must submit to and pass the Heart/Lung medical physical.
- Based upon the amount of Annual and Comp time accrued, less the recovery of the “Anti-week” (if applicable) you will not be re-instated until those costs of cashing out the leave can be recovered.
- You may lose benefits or be required to pay medical premiums if not in paid status for at least 80 hours in any given month.

I understand and accept the conditions as stated above.

Employee Signature

Date

Authorized Staff Signature

Date