



1961 Diamond Springs Road  
Virginia Beach, VA 23455  
Phone (757) 460-6308  
Fax (757) 460-0317

## NEVADA EMPLOYEES

MANCON Employees,

Included in this packet is the following information:

1. Nevada Equal Rights Commission (English and Spanish)
2. Emergency Phone Numbers
3. Lie Detector Tests
4. Unemployment Insurance Benefits
5. Rules to be Observed by Employers
6. Safety and health Protection on the Job (English and Spanish)
7. Workers' Compensation
8. Minimum Wage
9. Overtime Wage

If you have any questions, please contact your supervisor.

Thanks,  
Human Resources

# Nevada Equal Rights Commission

## NEVADA LAW PROHIBITS DISCRIMINATION

Employers and businesses offering services to the public may not discriminate based on race, color, national origin, age, sex (gender and/or orientation), religion, or disability.

Landlords may not discriminate based on race, color, national origin, age, sex, religion, disability or familial status

Persons who believe they have been denied equal opportunity may file a complaint with the Nevada Equal Rights Commission at

555 E. Washington Ave., Suite 4000  
Las Vegas, NV 89101  
702.486.7161

1325 Corporate Boulevard, Rm 115  
Reno, NV 89502  
775.823.6690

[www.nvdetr.org](http://www.nvdetr.org)



a division of the Nevada Department of Employment, Training and Rehabilitation

An equal opportunity employer/program  
Auxiliary aids and services are available upon request for individuals with disabilities

Relay 711 or 800.326.6868



# Nevada Equal Rights Commission

## La ley de Nevada prohíbe la discriminación

Los empleadores y los negocios que ofrecen servicios al público no pueden discriminar por motivos de la raza, color, origen nacional, edad, sexo (género y / o orientación sexual), religión o discapacidad. Los propietarios no pueden discriminar por motivos de la raza, color, origen nacional, edad, sexo, religión, discapacidad o estado familiar. Las personas que creen que se les ha negado la igualdad de oportunidades pueden presentar una queja con el State of Nevada Equal Rights Commission

555 E. Washington, Ave. Suite 4000  
Las Vegas, NV 89101  
702.486.7161

1325 Corporate Blvd. Rm, 115  
Reno, NV 89502  
775.823.6690

[www.nvdetr.org](http://www.nvdetr.org)



a division of the Nevada Department of Employment, Training and Rehabilitation

Un empleador/ programa de igualdad de oportunidades.

Ayuda y servicios auxiliares están disponibles a las personas con discapacidades.

Relay 711 or 800.326.6868



# EMERGENCY PHONE NUMBERS

FOR

MANCON

(Please Give Exact Address of This Worksite Location)

911

Physicians: \_\_\_\_\_

911

Hospitals: \_\_\_\_\_

Ambulances: 911 or \_\_\_\_\_

Fire Department: 911 or \_\_\_\_\_

Police: 911 or \_\_\_\_\_

PLEASE POST IN A CONSPICUOUS LOCATION, IN ACCORDANCE WITH THE NEVADA OCCUPATIONAL SAFETY AND HEALTH ACT  
(Nevada Revised Statutes 618.295; 29 CFR 1926.50)

Nevada OSHA Enforcement  
Division of Industrial Relations  
Nevada Department of Business and Industry

**STATE OF NEVADA**  
**Office of the Labor Commissioner**



**NOTICE OF LIMITATIONS AFFECTING  
THE APPLICATION OF LIE DETECTOR TESTS**

**NRS 613.460(2) requires that each employer shall post and maintain this notice in a conspicuous location at the place of employment where notices to employees and applicants for employment are customarily posted and read.**

Pursuant to NRS 613.440(2), a lie detector means polygraph, voice stress analyzers, psychological stress evaluator or any other similar device, whether mechanical or electrical, which are designed to determine the honesty or dishonesty of an individual.

NRS 613.480(1) prohibits employers or anyone acting in the employer's behalf from requiring or requesting that an employee or prospective employee take or submit to any lie detector test except as provided in NRS 613.510.

NRS 613.510 contains several exceptions which permit an employer to request polygraph examinations. An employer may request that an employee or prospective employee take a polygraph examination administered by a qualified person as part of an investigation of theft or similar wrongdoing affecting the employer's business which appears to involve the employee.

The employer may also request a polygraph examination administered by a qualified person with regard to prospective employees who would be employed to protect certain kinds of sensitive or valuable property or facilities. The use of a polygraph examination is also permitted to employers in businesses that handle controlled substances.

Such permission exists only in situations where job applicants or employees have direct access to the controlled substances or where suspected abuse or theft is involved.

**NRS 613.480(3&4) prohibit an employer from taking adverse action against any employee or prospective employee based on the results of any lie detector test or refusal to take any lie detector test.**

Employers who violate the provisions in NRS 613.440 to 613.510 are subject to civil liability in court, as well as fines imposed by the Nevada Labor Commissioner.

*For additional information contact our offices at 702-486-2650 in Las Vegas or 775-687-4850 in Carson City or via Email at [labor@govmail.state.nv.us](mailto:labor@govmail.state.nv.us)*

**EMPLOYER: THIS NOTICE IS TO BE POSTED AT EACH WORK PLACE (NRS 612.455)**

State of Nevada  
Department of Employment, Training & Rehabilitation  
EMPLOYMENT SECURITY DIVISION

# NOTICE TO EMPLOYEES

The employees of this establishment are protected by Unemployment Insurance. This employer is required by law to contribute to the Nevada Unemployment Compensation Fund. No part of the contribution is deducted from the wages of employees.

If you are separated from your job or if your hours have been substantially reduced, immediately:

- File an unemployment insurance claim, online or by calling the nearest Nevada Telephone Claim Center, for full or partial unemployment benefits.
- Request employment services from the nearest Nevada JobConnect Career Center or find employment information online at [www.NevadaJobConnect.com](http://www.NevadaJobConnect.com). If you are disabled and require assistance, contact the Nevada JobConnect Career Center prior to your visit to arrange special accommodations.

To be eligible for unemployment benefits an unemployed person must:

1. File a claim online or with the Nevada Telephone Claim Center.
2. Be physically able to work.
3. Be available and willing to accept suitable employment if offered.
4. Make a reasonable and sincere effort to find a job.
5. Be unemployed through no fault of your own and meet all other conditions of the law regarding unemployment benefits.

Reasons an unemployed person may not be eligible for unemployment benefits are:

1. Separation from employment due to quitting without good cause.
2. Being discharged for misconduct in connection with your work.
3. Refusal of an offer of suitable work without good cause.
4. Giving misinformation or withholding information about the reason for separation from your job.
5. Failure to properly report wages.

To file a claim for unemployment benefits call the  
Telephone Claim Center:

In Southern Nevada call (702) 486-0350

In Northern Nevada call (775) 684-0350

In Rural Nevada call toll-free (888) 890-8211

or

File online at [www.nvdetr.org](http://www.nvdetr.org)



**DETR**

Nevada Department of Employment,  
Training and Rehabilitation



- An equal opportunity employer/program
- Auxiliary aids and services available upon request for individuals with disabilities
- Relay Nevada 711 or (800) 326-6868 (TTY)



# RULES TO BE OBSERVED BY EMPLOYERS

EVERY EMPLOYER SHALL POST AND KEEP CONSPICUOUSLY POSTED IN OR ABOUT THE  
PREMISES WHEREIN ANY EMPLOYEE IS EMPLOYED THIS ABSTRACT OF THE  
NEVADA WAGE AND HOUR LAWS (NRS 608)

PLEASE NOTE: Every person, firm, association or corporation, or any agent, servant, employee or officer of any such firm, association or corporation,  
violating any of these provisions is guilty of a misdemeanor.

The legislature hereby finds and declares that the health and welfare of workers and the employment of persons in private enterprises in this state are of concern to the state and the health and welfare of persons required to earn their livings by their own endeavors require certain safeguards as to hours of service, working conditions and compensation therefor.

1. Discharge of employee: Immediate payment. Whenever an employer discharges an employee, the wages and compensation earned and unpaid at the time of such discharge shall become due and payable immediately.
2. Quitting employee: Whenever an employee resigns or quits his employment, the wages and compensation earned and unpaid at the time of his resignation or quitting must be paid no later than the day on which he would have regularly been paid or 7 days after he resigns or quits, whichever is earlier.
3. An employer shall not employ an employee for a continuous period of 8 hours without permitting the employee to have a meal period of at least one-half hour. No period of less than 30 minutes interrupts a continuous period of work.
4. Every employer shall authorize and permit covered employees to take rest periods, which, insofar as practicable, shall be in the middle of each work period. The duration of the rest periods shall be based on the total hours worked daily at the rate of 10 minutes for each 4 hours or major fraction thereof. Authorized rest periods shall be counted as hours worked, for which there shall be no deduction from wages.
5. Effective July 1, 2008 each employer shall pay a wage to each employee of not less than \$5.85 per hour worked if the employer provides health benefits, or \$6.85 per hour if the employer does not provide health benefits. Offering health benefits means making health insurance available to the employee for the employee and the employee's dependents at a total cost to the employee for premiums of not more than 10 percent of the employee's gross taxable income from the employer. Tips or gratuities received by employees shall not be credited as being any part of or offset against the wage rates required by this section. An employer shall not discharge, reduce the compensation of or otherwise discriminate against any employee for using any civil remedies to enforce this section or otherwise asserting his or her rights under this section.
6. A part of wages or compensation may, if mutually agreed upon by an employee and employer in the contract of employment, consist of meals. In no case shall the value of the meals consumed by such employee be computed or valued at more than 35 cents for each breakfast actually consumed, 45 cents for each lunch actually consumed, and 70 cents for each dinner actually consumed.
7. An employer shall pay 1 1/2 times an employee's regular wage rate whenever an employee who receives compensation for employment at a rate less than 1 1/2 times the minimum rate prescribed pursuant to the Constitution of the State of Nevada: (a) More than 40 hours in any scheduled week of work; or (b) More than 8 hours in any workday unless by mutual agreement the employee works a scheduled 10 hours per day for 4 calendar days within any scheduled week of work.

An employer shall pay 1 1/2 times an employee's regular wage rate whenever an employee who receives compensation for employment at a rate not less than 1 1/2 times the minimum rate prescribed pursuant to the Constitution, works more than 40 hours in any scheduled week of work.

The above provisions do not apply to: (a) Employees who are not covered by the minimum wage provisions of the Constitution (b) Outside buyers; (c) Salesmen earning commissions in a retail business if their regular rate is more than 1 1/2 times the minimum wage, and more than one-half their compensation comes from commissions; (d) Employees who are employed in bona fide executive, administrative or professional capacities; (e) Employees covered by collective bargaining agreements which provide otherwise for overtime; (f) Drivers, drivers' helpers, loaders and mechanics for motor carriers subject to the Motor Carrier Act of 1935, as amended; (g) Employees of a railroad; (h) Employees of a carrier by air; (i) Drivers or drivers' helpers making local deliveries and paid on a trip-rate basis or other delivery payment plan; (j) Drivers of taxicabs or limousines; (k) Agricultural employees; (l) Employees of business enterprises having a gross sales volume of less than \$250,000 per year; (m) Any salesman or mechanic primarily engaged in selling or servicing automobiles, trucks or farm equipment; and (n) A mechanic or workman for any hours to which the provisions of subsection 3 or 4 of [NRS 338.020](#) apply.

8. Every employer shall establish and maintain records of wages for the benefit of his employees, showing for each pay period the following information for each employee: (a) Gross wage or salary; (b) Deductions; (c) Net cash wage or salary; (d) Total hours employed in the pay period by noting the number of hours per day; (e) Date of payment.

9. Wages must be paid semimonthly or more often.

10. Every employer shall establish and maintain regular paydays and shall post a notice setting forth those regular paydays in 2 conspicuous places. After an employer establishes regular paydays and the place of payment, the employer shall not change a regular payday or the place of payment unless, not fewer than 7 days before the change is made, the employer provides the employees affected by the change with written notice in a manner that is calculated to provide actual notice of the change to each such employee.

11. It is unlawful for any person to take all or part of any tips or gratuities bestowed upon his employees. Nothing contained in this section shall be construed to prevent such employees from entering into an agreement to divide such tips or gratuities among themselves.

12. An employer may not require an employee to rebate, refund or return any part of his or her wage, salary or compensation. Also, an employer may not withhold or deduct any portion of such wages unless it is for the benefit of, and authorized by written order of the employee. Further, it is unlawful for any employer who has the legal authority to decrease the wage, salary or compensation of an employee to implement such a decrease unless:

(a) Not less than 7 days before the employee performs any work at the decreased wage, salary or compensation, the employer provides the employee with written notice of the decrease; or

(b) The employer complies with the requirements relating to the decrease that are imposed on the employer pursuant to the provisions of any collective bargaining agreement or any contract between the employer and the employee.

13. All uniforms or accessories distinctive as to style, color or material shall be furnished, without cost, to employees by their employer. If a uniform or accessory requires a special cleaning process, and cannot be easily laundered by an employee, such employee's employer shall clean such uniform or accessory without cost to such employee.

For additional information or exceptions, contact the Nevada State Labor Commissioner: Carson City 775-687-4850 or Las Vegas 702-486-2650  
TOLL FREE: 1-800-992-0900 Ext. 4850 Internet: [www.LaborCommissioner.com](http://www.LaborCommissioner.com)

JIM GIBBONS  
Governor  
State of Nevada

MICHAEL TANCHEK  
Nevada Labor Commissioner

MENDY ELLIOTT  
Director  
Nevada Department of Business & Industry

REVISED 6-03-2008

# NEVADA SAFETY AND HEALTH PROTECTION ON THE JOB

The Nevada Occupational Safety and Health Act, NRS Chapter 618, provides job safety and health protection for workers through the promotion of safe and healthful working conditions throughout the State of Nevada. Requirements of the Act include the following:

## **EMPLOYERS:**

Each employer shall furnish to each of his employees employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees; and shall comply with occupational safety and health standards adopted under the Act.

## **EMPLOYEES:**

Each employee shall comply with all occupational safety and health standards, rules, regulations and orders issued under the Act that apply to his own actions and conduct on the job.

The Nevada Occupational Safety and Health Administration (Nevada OSHA) of the Division of Industrial Relations, Department of Business and Industry, has the primary responsibility for administering the Act. Nevada OSHA enforces occupational safety and health standards, and its Safety and Health Representatives/ Industrial Hygienists conduct jobsite inspections to ensure compliance with the Act.

## **INSPECTION:**

The Act requires that a representative of the employer and a representative authorized by the employees be given an opportunity to accompany the Nevada OSHA inspector for the purpose of aiding the inspection.

Where there is no authorized employee representative, the Nevada OSHA Safety and Health Representative/ Industrial Hygienist must consult with a reasonable number of employees concerning safety and health conditions in the workplace.

## **COMPLAINT:**

Employees, public or private, or their representatives have the right to file a complaint with the nearest Nevada OSHA office requesting an inspection if they believe unsafe or unhealthful conditions exist in their workplace. Nevada OSHA will hold confidential names of employees complaining.

The Act provides that employees may not be discharged or discriminated against in any way for filing safety and health complaints or otherwise exercising their rights under the Act.

An employee, public or private, who believes he has been discriminated against may file a complaint within thirty (30) days of the alleged discrimination with the nearest Nevada OSHA office or with Occupational Safety and Health Administration, U.S. Department of Labor, 71 Stevenson Street, P.O. Box 3766, San Francisco, CA 94119-3766.

## **CITATIONS:**

If upon inspection Nevada OSHA believes an employer has violated the Act, a citation alleging such violations will be issued to the employer. Each citation will specify a time period within which the alleged violation must be corrected.

The Nevada OSHA citation must be prominently displayed at or near the place of alleged violation for three days, or until it is corrected, whichever is later, to warn employees of dangers that may exist there.

## **PROPOSED PENALTY:**

The Act provides for mandatory penalties against employers of up to \$7,000 for each serious violation and for optional penalties of up to \$7,000 for each nonserious violation. Penalties of up to \$7,000 per day may be proposed for failure to correct violations within the proposed time period. Also, any employer who willfully or repeatedly violates the Act may be assessed penalties of up to \$70,000 for each such violation.

Criminal penalties are also provided for in the Act. Any willful violation resulting in death of an employee, upon conviction, is punishable by a fine of not more than \$20,000 or by imprisonment for not more than six months, or by both. Conviction of any employer after a first conviction doubles these maximum penalties. Penalties may be proposed for public employers.

## **VOLUNTARY ACTIVITY:**

While providing penalties for violations, the Act also encourages efforts by labor and management, before a Nevada OSHA inspection, to reduce injuries and illnesses arising out of employment.

The Nevada Occupational Safety and Health Administration of the Division of Industrial Relations, Department of Business and Industry, encourages employers and employees to reduce workplace hazards voluntarily and to develop and improve safety and health programs in all workplaces and industries.

Such cooperative action would initially focus on the identification and elimination of hazards that could cause death, injury, or illness to employees and supervisors.

Further information and assistance will be provided by Nevada OSHA to employees and employers upon request.

## **MORE INFORMATION:**

Additional information and copies of the Act, specific Nevada OSHA safety and health standards, and other applicable regulations may be obtained by calling or writing the nearest Nevada OSHA district office in the following locations:

### **Southern Nevada**

1301 N. Green Valley Pkwy., Suite 200  
Henderson, Nevada 89074  
Telephone: (702) 486-9020  
Fax: (702) 990-0358

### **Northern Nevada**

4600 Kietzke Lane, Suite F-153  
Reno, Nevada 89502  
Telephone: (775) 824-4600  
Fax: (775) 688-1378

## **NOTE:**

Persons wishing to register a complaint alleging inadequacy in the administration of the Nevada Occupational Safety and Health Plan may do so at the following address:

OSHA, U.S. Department of Labor  
71 Stevenson Street  
P. O. Box 3766  
San Francisco, CA 94119-3766  
Telephone: (415) 975-4310

**EMPLOYERS: This poster must be displayed prominently in the workplace.**



# NEVADA SEGURIDAD Y PROTECCIÓN DE LA SALUD EN EL TRABAJO

La ley laboral y de salud de Nevada, Capítulo NRS 618, provee protección a la seguridad y salud laboral para empleados por medio de la promoción de condiciones laborales seguras y saludables para todo el Estado de Nevada. Los requisitos de la ley incluyen lo siguiente:

## EMPRESARIOS/PATRONES

Cada patrón deberá proporcionar a cada uno de sus empleados trabajo y un lugar laboral libre de riesgos reconocidos que causan o pueden causar la muerte o daños físicamente serios a sus empleados; y deberá cumplir con todas las normas ocupacionales de seguridad y salud adoptadas bajo la ley.

## EMPLEADOS

Cada empleado deberá cumplir con todos las normas ocupacionales de seguridad y regulaciones de salud dadas bajo la ley que se aplican a sus propias acciones y conducta en el trabajo.

La Administración de Seguridad y Salud Ocupacional de Nevada (Nevada OSHA) de la División de Relaciones Industriales, en el Departamento de Negocios e Industria, tiene la responsabilidad principal de administrar la ley. Nevada OSHA aplica los estatutos de seguridad laboral y salud, y sus representantes de seguridad y salud/Higienistas Industriales llevan a cabo inspecciones del lugar laboral para asegurar el cumplimiento de la ley.

## INSPECCIÓN

La ley requiere que un representante del empresario y un representante autorizado por los empleados se les de la oportunidad de acompañar al inspector de Nevada OSHA con el propósito de asistir en la inspección.

En donde no hay un representante autorizado por los empleados, el representante de seguridad y salud de Nevada OSHA/Higienista Industrial debe de consultar con un número razonable de empleados con respecto a las condiciones de seguridad y salud en el lugar de trabajo.

## DENUNCIA/QUEJA

Empleados, públicos, privados, o sus representantes tienen el derecho de presentar una denuncia en la oficina de Nevada OSHA más cercana y solicitar una inspección si creen que hay condiciones inseguras o insalubres en su lugar de trabajo. Los nombres de los empleados que presenten la denuncia se mantendrán confidenciales por Nevada OSHA.

La ley provee que no se puede despedir o discriminar en ninguna forma a los empleados que presenten quejas de seguridad y salud o de otra manera por ejercer sus derechos bajo la ley.

El empleado, público o privado, quien crea que se le ha discriminado puede presentar una queja dentro de treinta (30) días de la presunta discriminación en la oficina más cercana del Nevada OSHA o con la Administración de Salud Laboral y Salud del departamento del Trabajo de Estados Unidos en 71 Stevenson Street, P.O. Box 3766, San Francisco, CA 94119-3766.

## SANCIÓN

Si después de la inspección Nevada OSHA determina que un empresario ha violado la ley, el empresario recibirá una sanción describiendo las presuntas violaciones. Cada sanción especificará un periodo de tiempo en la cual la violación debe ser corregida.

La sanción de Nevada OSHA se deberá de exhibir en o cerca del lugar de la supuesta violación por tres días o hasta que se corrija, cualquiera que tome más tiempo, a fin de advertir a los empleados de peligros que puedan existir ahí.

## PENA PROPUESTA/MULTAS

La ley establece multas obligatorias en contra de empresarios hasta de \$7,000 por cada violación seria y por multas discrecionales de hasta \$7,000 por cada violación menor. Multas de hasta \$7,000 por día se pueden proponer por no corregir las violaciones en el periodo del tiempo propuesto. También, cualquier empresario que intencionalmente o repetidamente viola la ley puede tener multas de hasta \$70,000 por cada violación.

La ley también provee penas criminales. Cualquier violación intencional que resultara en la muerte de un empleado, después de ser convicto, será castigado con una multa de hasta \$20,000 o con encarcelamiento hasta seis meses o tal vez ambos. Después de la primera convicción de una empresa, la siguiente convicción dobla éstas penas máximas. Las penas pueden ser propuestas por empresarios públicos.

## ACTIVIDAD VOLUNTARIA

Aunque la ley impone violaciones, también alienta los esfuerzos del sindicato y empresarios, para reducir lesiones y enfermedades causadas por el empleo antes de una inspección conducida por el Departamento de Nevada OSHA.

La Administración de Seguridad y Salud Ocupacional de Nevada de la División de Relaciones Industriales, del Departamento de Negocios e Industria, anima a los empresarios y empleados a reducir voluntariamente los riesgos de trabajo, a desarrollar y mejorar programas de seguridad y salud en todos los lugares de trabajo e industrias.

Semejante acción de cooperación será enfocada en la identificación y eliminación de peligros que podrían causar muerte, lesiones, o enfermedades a empleados y supervisores.

Nevada OSHA les proporcionará más información y asistencia a empleados y empresarios cuando lo soliciten.

## MÁS INFORMACIÓN

Puede obtener más información y copias de la ley, estatutos específicos de seguridad y salud de Nevada OSHA, y otras normas aplicadas llamando o escribiendo a una de las oficinas del distrito de Nevada OSHA más cercana ubicadas en las siguientes localidades:

**Sur de Nevada**  
1301 N. Green Valley Pkwy., Suite 200  
Henderson Nevada 89074  
Teléfono: 702-486-9020  
Fax: 702-990-0358

**Norte de Nevada**  
4600 Kietzke Lane, Suite F-153  
Reno Nevada 89502  
Teléfono: 775-824-4600  
Fax: 775-688-1378

## NOTA

Las personas que deseen levantar una denuncia en contra de una supuesta insuficiencia en la administración del Plan de Seguridad Ocupacional y Salud en Nevada lo pueden hacer a la siguiente dirección:

OSHA, U.S. Department of Labor  
71 Stevenson Street  
P.O. Box 3766  
San Francisco, CA 94119-3766  
Teléfono: 415-975-4310

**EMPRESARIO/PATRONES: Este poster se debe poner en un lugar prominente en el lugar de labores.**

State of Nevada  
DEPARTMENT OF BUSINESS & INDUSTRY  
DIVISION OF INDUSTRIAL RELATIONS  
*Workers' Compensation Section*

# ATTENTION

## Brief Description of Your Rights and Benefits

### If You Are Injured on the Job or have an Occupational Disease

**Notice of Injury or Occupational Disease (Incident Report Form C-1):** If an injury or occupational disease (OD) arises out of and in the course of employment, you must provide written notice to your employer as soon as practicable, but no later than 7 days after the accident or OD. Your employer shall maintain a sufficient supply of the required forms.

**Claim for Compensation (Form C-4):** If medical treatment is sought, the form C-4 is available at the place of initial treatment. A completed "Claim for Compensation" (Form C-4) must be filed within 90 days after an accident or OD. The treating physician or chiropractor must, within 3 working days after treatment, complete and mail to the employer, the employer's insurer and third-party administrator, the Claim for Compensation.

**Medical Treatment:** If you require medical treatment for your on-the-job injury or OD, you may be required to select a physician or chiropractor from a list provided by your workers' compensation insurer, if it has contracted with an Organization for Managed Care (MCO) or Preferred Provider Organization (PPO) or providers of health care. If your employer has not entered into a contract with an MCO or PPO, you may select a physician or chiropractor from the Panel of Physicians and Chiropractors. Any **medical costs** related to your industrial injury or OD will be paid by your insurer.

**Temporary Total Disability (TTD):** If your doctor has certified that you are unable to work for a period of at least 5 consecutive days, or 5 cumulative days in a 20-day period, or places restrictions on you that your employer does not accommodate, you may be entitled to TTD compensation.

**Temporary Partial Disability (TPD):** If the wage you receive upon reemployment is less than the compensation for TTD to which you are entitled, the insurer may be required to pay you TPD compensation to make up the difference. TPD can only be paid for a maximum of 24 months.

**Permanent Partial Disability (PPD):** When your medical condition is stable and there is an indication of a PPD as a result of your injury or OD, within 30 days, your insurer must arrange for an evaluation by a rating physician or chiropractor to determine the degree of your PPD. The amount of your PPD award depends on the date of injury, the results of the PPD evaluation and your age and wage.

**Permanent Total Disability (PTD):** If you are medically certified by a treating physician or chiropractor as permanently and totally disabled and have been granted a PTD status by your insurer, you are entitled to receive monthly benefits not to exceed 66 2/3% of your average monthly wage. The amount of your PTD payments is subject to reduction if you previously received a PPD award.

**Vocational Rehabilitation Services:** You may be eligible for vocational rehabilitation services if you are unable to return to the job due to a permanent physical impairment or permanent restrictions as a result of your injury or occupational disease.

**Transportation and Per Diem Reimbursement:** You may be eligible for travel expenses and per diem associated with medical treatment.

**Reopening:** You may be able to reopen your claim if your condition worsens after claim closure.

**Appeal Process:** If you disagree with a written determination issued by the insurer or the insurer does not respond to your request, you may appeal to the **Department of Administration, Hearing Officer**, by following the instructions contained in your determination letter. You must appeal the determination within 70 days from the date of the determination letter at 1050 E. William Street, Suite 400, Carson City, Nevada 89701, or 2200 S. Rancho Drive, Suite 210, Las Vegas, Nevada 89102. If you disagree with the Hearing Officer decision, you may appeal to the **Department of Administration, Appeals Officer**. You must file your appeal within 30 days from the date of the Hearing Officer decision letter at 1050 E. William Street, Suite 450, Carson City, Nevada 89701, or 2200 S. Rancho Drive, Suite 220, Las Vegas, Nevada 89102. If you disagree with a decision of an Appeals Officer, you may file a **petition for judicial review with the District Court**. You must do so within 30 days of the Appeal Officer's decision. You may be represented by an attorney at your own expense or you may contact the NAIW for possible representation.

**Nevada Attorney for Injured Workers (NAIW):** If you disagree with a hearing officer decision, you may request that NAIW represent you without charge at an Appeals Officer Hearing. For information regarding denial of benefits, you may contact the NAIW at: 1000 E. William Street, Suite 213, Carson City, NV 89701, (775) 687-4076, or 2200 S. Rancho Drive, Suite 230, Las Vegas, NV 89102, (702) 486-2830.

**To File a Complaint with the Division:** If you wish to file a complaint with the Administrator of the Division of Industrial Relations (DIR), please contact the Workers' Compensation Section, 400 West King Street, Suite 400, Carson City, Nevada 89703, telephone (775) 684-7270, or 1301 North Green Valley Parkway, Suite 200, Henderson, Nevada 89074, telephone (702) 486-9080.

**For assistance with Workers' Compensation Issues:** you may contact the Office of the Governor Consumer Health Assistance, 555 E. Washington Avenue, Suite 4800, Las Vegas, Nevada 89101, Toll Free 1-888-333-1597, Web site: <http://govcha.state.nv.us>, E-mail [cha@govcha.state.nv.us](mailto:cha@govcha.state.nv.us)

*The information in this publication is derived from Chapters 616A and 617 of the Nevada Revised Statutes and is provided for informational purposes only. If you have any questions regarding your injury or workers' compensation claim, please call the following:*

**Mausau Business Insurance Company**

Insurer/Administrator:

Address: P.O. Box 95577, Las Vegas, NV 89193  
City State Zip

Contact Person:

Telephone Number: 800-593-1004

MCO/Health Care Provider:

Address: City State Zip

Contact Person:

Telephone Number:



JIM GIBBONS  
Governor

MENDY ELLIOTT  
Director

MICHAEL TANCHEK  
Labor Commissioner

STATE OF NEVADA  
Department of Business & Industry  
**OFFICE OF THE LABOR COMMISSIONER**

675 Fairview Drive Suite 226  
Carson City, Nevada 89701  
Telephone (775) 687-4850 Fax (775) 687-6409

**STATE OF NEVADA  
MINIMUM WAGE  
2008 ANNUAL BULLETIN**

APRIL 1, 2008

PURSUANT TO ARTICLE 15, SECTION 16(A) OF THE CONSTITUTION OF THE STATE OF NEVADA, THE GOVERNOR HEREBY ANNOUNCES THAT THE FOLLOWING MINIMUM WAGE RATES SHALL APPLY TO ALL EMPLOYEES IN THE STATE OF NEVADA UNLESS OTHERWISE EXEMPTED. THESE RATES SHALL BECOME EFFECTIVE ON JULY 1, 2008.

FOR EMPLOYEES TO WHOM QUALIFYING HEALTH BENEFITS HAVE BEEN  
MADE AVAILABLE BY THE EMPLOYER:

**NO LESS THAN \$5.85 PER HOUR**

FOR ALL OTHER EMPLOYEES:

**NO LESS THAN \$6.85 PER HOUR**

Copies of this bulletin may obtained on the internet at  
[{4-1-08 MW 4-1-08 ANNUAL BULLETIN MW\[1\].doc}](#)

Copies may also be obtained from the Labor Commissioner's Offices at

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or

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**STATE OF NEVADA  
DAILY OVERTIME  
2008 ANNUAL BULLETIN**

APRIL 1, 2008

EMPLOYERS MUST PAY 1 1/2 TIMES AN EMPLOYEE'S REGULAR WAGE RATE WHENEVER AN EMPLOYEE WHO IS PAID LESS THAN 1 1/2 TIMES THE APPLICABLE MINIMUM WAGE RATE WORKS MORE THAN 40 HOURS IN ANY WORKWEEK OR MORE THAN 8 HOURS IN ANY WORKDAY, UNLESS OTHERWISE EXEMPTED. EMPLOYERS SHOULD REFER TO NRS 608.018 FOR FURTHER DETAILS ON OVERTIME REQUIREMENTS.

THE FOLLOWING AMOUNTS ARE THE WAGE RATES BELOW WHICH DAILY OVERTIME MAY BE APPLICABLE. THESE RATES ARE EFFECTIVE AS OF JULY 1, 2008.

FOR EMPLOYEES TO WHOM QUALIFYING HEALTH BENEFITS HAVE BEEN  
MADE AVAILABLE BY THE EMPLOYER:

**IF THE EMPLOYEE IS PAID LESS THAN \$8.775 PER HOUR**

FOR ALL OTHER EMPLOYEES:

**IF THE EMPLOYEE IS PAID LESS THAN \$10.275 PER HOUR**

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