



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#09-19

February 8, 2019

TO: Agency Personnel Liaisons

FROM: Peter Long, Administrator *Peter Long*
Division of Human Resource Management

SUBJECT: REVISED STATE OF NEVADA CONFIDENTIALITY AGREEMENT

In response to the recently adopted and approved permanent regulation changes related to confidential personnel records as described in [HR Memo #08-19](#), the HR Help Desk of the Enterprise IT Services Division has developed a procedure for requesting increased access. Please note, the existing confidentiality agreement forms will be used to request this access as described in the procedure below.

The intent of the regulation changes to NAC 284.726, access to confidential records, is to increase access to confidential personnel records by any appointing authority of an agency, rather than just the appointing authority of the agency for which the employee works. The State of Nevada is considered one employer under State and federal employment laws and increasing access is intended to assist agencies when considering hiring an employee from another agency. Each agency is responsible for limiting access to confidential personnel records to appropriate individuals. It is suggested that 2-3 members of the agency human resource offices be given access.

ENTERPRISE HR SECURITY ACCESS PROCEDURE

PURPOSE

To authorize high-level agency human resource managers with access to other State agency personnel records. Access will be authorized in the NEATS and HR Data Warehouse systems by using the existing confidentiality agreement forms.

Enterprise users will not have access to timesheets or training records in NEATS since these are available in the HR Data Warehouse. Users may also have access to records in the ADVANTAGE-HR system.

PROCEDURE

1. Agency HR Manager completes the [HR Confidentiality Agreement](#) for HRDW GENINQ and TRAINING ADMIN profiles, and the [NEATS Incident Tracking Agreement](#) for the Grievance Reviewer profile. Check the Enterprise box in Section 3a.
2. Agency HR Manager forwards the agreement to the HR Help Desk for verification of agency signature authority, and the HR Help Desk opens a HEAT Incident.
3. The HR Help Desk forwards the agreement to DHRM Employee & Management Services (DHRM-EMS) section for signature approval.
4. Upon approval, DHRM-EMS returns the agreement to the HR Help Desk for processing.
5. If the agreement is not approved, a DHRM staff member will contact the requestor to discuss.
6. HR Help Desk Security creates a second user account beginning with HRE (HR Enterprise User) and notifies user.
7. Agreements are processed within 1-7 working days of receipt.

If you have any questions, please contact Michelle Garton at mgarton@admin.nv.gov or (775) 684-0136 or the HR Help Desk at hrhelpdesk@admin.nv.gov or (775) 687-9099.