

**PROPOSED REGULATION OF THE LOCAL GOVERNMENT**

**EMPLOYEE-MANAGEMENT RELATIONS BOARD**

**LCB File No. R034-16**

April 6, 2016

EXPLANATION – Matter in *italics* is new; matter in brackets [~~emitted-material~~] is material to be omitted.

AUTHORITY: §§1-7, NRS 288.110.

A REGULATION relating to local government employees; authorizing the electronic service of certain documents; authorizing a person to request to opt out of electronic service; requiring the computation of any period prescribed by chapter 288 of NAC or an order of the Local Government Employee-Management Relations Board to be made in accordance with the Nevada Rules of Civil Procedure; prohibiting a person from attaching any document to certain documents filed with the Board; removing the requirement that the addresses of the complainant and respondent be included in a complaint filed with the Board; and providing other matters properly relating thereto.

**Legislative Counsel's Digest:**

Existing law authorizes the Local Government Employee-Management Relations Board to make rules governing proceedings before the Board. (NRS 288.110)

Existing regulations require a person who files any written document or other written matter with the Board to serve a copy thereof upon the opposing party, intervener and any party in interest. (NAC 288.070) **Section 1** of this regulation authorizes the filing party to complete such service by: (1) personal service; (2) certified mail; or (3) electronic service by transmitting the copy electronically as an attachment to electronic mail in portable document format. **Section 1** also authorizes a person to request to opt out of being served by electronic service. **Section 2** of this regulation provides that the electronic service of a written document or other written matter upon a party is deemed to comply with any deadline if the written document or other written matter is transmitted electronically upon the date specified.

Existing regulations establish a method by which to compute any period prescribed by chapter 288 of NAC or an order of the Board. (NAC 288.090) **Section 3** of this regulation instead requires such computations to be made in accordance with the applicable rules of the Nevada Rules of Civil Procedure.

Existing regulations provide for the filing of a complaint, answer, prehearing statement and petition to intervene with the Board. (NAC 288.200, 288.220, 288.250, 288.260) **Sections 4-7** of this regulation, respectively, prohibit a person from attaching any document, including, without limitation, an exhibit, to any such complaint, answer, prehearing statement or petition to intervene that is filed with the Board. **Section 4** of this regulation also removes the requirement that the addresses of the complainant and respondent be included in a complaint.

**Section 1.** NAC 288.070 is hereby amended to read as follows:

288.070 **1.** Except as otherwise provided in this chapter, if any written document or other written matter is filed with the Board:

~~{1.}~~ **(a)** The original must be signed and filed in the form of a pleading;

~~{2.}~~ **(b)** The written document or other written matter must satisfy the requirements set forth in NAC 288.231;

~~{3.}~~ **(c)** The written document or other written matter must be filed in accordance with the requirements set forth in section 2 of ~~{this regulation}~~ ***LCB File No. R010-15, which was adopted by the Local Government Employee-Management Relations Board and was filed with the Secretary of State on October 27, 2015,*** if the written document or other written matter is filed electronically; and

~~{4.—The}~~

**(d)** *Except as otherwise provided in subsection 2, the filing party ~~{must}~~ shall serve a copy upon the opposing party, intervener and any party in interest ~~{.}~~ by:*

**(1)** *Personal service;*

**(2)** *Certified mail at the last known address of the person; or*

**(3)** *Electronic service by transmitting the copy electronically as an attachment to electronic mail in portable document format.*

*2. A person may request to opt out of being served by electronic service by submitting a request to the Board. Such a request becomes effective once the Board notifies all parties in the case that the person has requested to opt out of electronic service.*

Sec. 2. NAC 288.080 is hereby amended to read as follows:

288.080 1. The issuance and service of process of papers required by this chapter must be in conformity with the Nevada Rules of Civil Procedure and the rules and regulations of the Board.

2. Any written document or other written matter required by this chapter to be filed with the Board or served upon another party shall be deemed to comply with any time deadline if it is mailed and postmarked upon the date specified ~~1-1~~ *or filed or transmitted electronically in accordance with section 2 of LCB File No. R010-15, which was adopted by the Local Government Employee-Management Relations Board and was filed with the Secretary of State on October 27, 2015, or subparagraph (3) of paragraph (d) of subsection 1 of NAC 288.070, as applicable, upon the date specified.*

3. If any paper is served by delivery of a copy, the delivery may be made by any person of suitable age and discretion, unless otherwise expressly provided by the Nevada Rules of Civil Procedure and the rules and regulations of the Board.

4. Proof of service of all papers required or permitted to be served, other than those for which a particular method of proof is prescribed in the Nevada Rules of Civil Procedure and the rules and regulations of the Board, must be promptly filed in the Board's office before action is to be taken thereon by the Board or the parties. The proof must show the day and manner of service and may be by written acknowledgment of service, by certificate of a member of the bar,

by affidavit of the person who served the papers or by any other proof satisfactory to the Board. If an affidavit of mailing or of service is attached to the original pleading, it must be attached underneath the original pleading so that the character of the pleading is easily discernible. Failure to make the proof of service required by this subsection does not affect the validity of the service. The Board may at any time allow the proof of service to be amended or supplied, unless it clearly appears that to do so would result in material prejudice to the substantial rights of any party.

5. A written complaint filed with the Board must be served upon the respondent, local government employer or employee organization by the complaining party within 5 days of the filing.

**Sec. 3.** NAC 288.090 is hereby amended to read as follows:

288.090 ~~{In computing}~~ *The computation of any period {of time}* prescribed by this chapter or by an order of the Board ~~[, the day of the act from which the designated period begins is not included. The last day of the period so computed is included unless it is a Saturday, Sunday or nonjudicial day. If so, the period runs until the end of the next day which is not a Saturday, Sunday or nonjudicial day. If the period prescribed is less than 7 days, intermediate Saturdays, Sundays and nonjudicial days are excluded.]~~ *must be made in accordance with Rules 6(a) and 5(e) of the Nevada Rules of Civil Procedure.*

**Sec. 4.** NAC 288.200 is hereby amended to read as follows:

288.200 1. In addition to any other applicable requirements set forth in NAC 288.231, a complaint must include:

(a) The full name ~~{and address}~~ of the complainant;

(b) The full name ~~and address~~ of the respondent;

(c) A clear and concise statement of the facts constituting the alleged practice sufficient to raise a justiciable controversy under chapter 288 of NRS, including the time and place of the occurrence of the particular acts and the names of persons involved; and

(d) The legal authority under which the complaint is made.

2. ~~The~~ A complainant shall file a complaint with the Board in the form of a pleading and shall serve a copy by certified mail on all parties in interest at their last known addresses.

3. ***Except as otherwise specifically provided by this chapter or chapter 288 of NRS, a complainant shall not attach any document, including, without limitation, an exhibit, to a complaint.***

Sec. 5. NAC 288.220 is hereby amended to read as follows:

288.220 1. ~~The~~ A respondent may file an answer in the form of a pleading and not later than 20 days after the receipt of a complaint.

2. ~~The~~ An answer must contain a clear and concise statement of the facts which constitute a defense. The respondent must specifically admit, deny or explain each of the allegations in the complaint unless he or she is without knowledge, in which case the respondent shall so state and the statement shall be deemed a denial. Any allegation in the complaint not specifically denied in the answer, unless it is stated in the answer that the respondent is without knowledge, shall be deemed to be admitted to be true.

3. If an answer is not made within the prescribed time, the dilatory party is precluded, except with the consent of the opposing party or the Board, from asserting any affirmative defense in the proceeding.

4. An answer must be signed and filed with the Board.

5. *Except as otherwise specifically provided by this chapter or chapter 288 of NRS, a respondent shall not attach any document, including, without limitation, an exhibit, to an answer.*

**Sec. 6.** NAC 288.250 is hereby amended to read as follows:

288.250 1. Not later than 20 days after the service of the answer, unless otherwise ordered by the Board, each party shall file with the Board the prehearing statement of the party which includes:

~~{1-}~~ (a) A plain and concise statement of the issues of fact and law to be determined by the Board which have not been resolved by negotiation or otherwise;

~~{2-}~~ (b) A memorandum of law or points and authorities in support of the party's position, including a list of significant differences or close similarities of the issue or issues to any prior determinations of the Board;

~~{3-}~~ (c) A list of witnesses and their qualifications, including a brief summary of their expected testimony; and

~~{4-}~~ (d) An estimate, to the nearest hour, of the time needed for the presentation of the party's position.

2. *Except as otherwise specifically provided by this chapter or chapter 288 of NRS, a party shall not attach any document, including, without limitation, an exhibit, to a prehearing statement.*

**Sec. 7.** NAC 288.260 is hereby amended to read as follows:

288.260 1. Any person claiming an interest in a dispute or controversy which is the subject of a hearing may be made a party upon timely petition and a showing satisfactory to the Board of the person's interest in the controversy.

2. ~~The~~ A petition to intervene must include the following information:

(a) The nature of the petitioner's statutory or other right;

(b) The nature and extent of the petitioner's interest;

(c) The effect of any decision in the proceedings on the petitioner's interest;

(d) Other means available whereby the petitioner's interest may be protected;

(e) The extent to which the petitioner's interest may be represented by existing parties;

(f) The extent to which the petitioner's participation can assist in the development of a sound record;

(g) The extent to which the petitioner's participation will broaden the issues or delay the proceedings;

(h) The extent to which the petitioner's interest in the proceedings differs from that of the general public;

(i) How the petitioner's intervention would serve the public interest;

(j) If affirmative relief is sought, the type and basis of that relief;

(k) A statement as to whether the petitioner intends to present evidence in the proceeding;

and

(l) The name and address of the petitioner.

3. ~~The~~ A petition is not timely filed unless it is filed with the Board and served upon all parties by certified mail at least 30 days before the time set for the hearing. A response to the

application or petition may be made by any party not later than 5 days after receipt of the application or petition.

***4. Except as otherwise specifically provided by this chapter or chapter 288 of NRS, a person filing a petition pursuant to this section shall not attach any document, including, without limitation, an exhibit, to the petition.***