



# State of Nevada

Department of Administration

## RISK-Y BUSINESS

Risk Management Division

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# Risk Management's New Website Look!

The Risk Management Division has launched its new website to conform to the Department of Administration's website template. Please follow this link <http://risk.nv.gov/> and I encourage you to browse our new website. Aside from the new look the website has been reorganized and we trust that you will find it very user friendly. However, as with anything new, there might be times when you will need our assistance to locate documents and forms.

We are here to assist you and we also thank you for your patience while we transition into our new and improved site. I would be remiss if I did not recognize Risk Management staff for their hard work while making this transition and especially our webmaster, DeAnna Guthrie, who has spent countless hours working on the new website, learning a new program and overall responding to all the inquiries from the Enterprise Information Technology Services (EITS) staff. Special thanks also to Linda DeSantis and her staff at EITS, as well as to Lesley Henrie (Department of Administration) for their assistance during the development of Risk Management's website. We could not do it without everybody's expertise and feedback.

If you have questions about a specific section of the website, please follow this link to our office directory <http://risk.nv.gov/Contact/Contact/>

Ana M. Andrews, Administrator  
Risk Management Division

# Clarification on NAC 284.888: Drug and Alcohol Testing

In the Risky Business Volume 2012-4 there was an article informing employees of the change in NAC 284.88. Since that time Risk Management has sent out the drug and alcohol testing forms to agencies with State vehicles. There has been some confusion on when an employee may be tested when involved in a motor vehicle accident.

Our intent with this article is to clear up any confusion with regards to NAC 284.888. In January 2012 the Nevada Administrative Code Section 284.888 (2) was amended to reduce the monetary amount for property damage from \$2500 to \$500. While the property damage threshold was amended it did not change the NAC as to when an employee may be tested.

NAC 284.888 (2). Pursuant to subsection 2 of NRS 284.4065, an appointing authority may request an employee to submit to a screening test if during the performance of his duties, the employee drives a motor vehicle in such a manner as to cause bodily injury to himself or another person or substantial damage to property.

(a) "Substantial damage to property" includes, but is not limited to:

- (1) The operation of a motor vehicle in such a manner as to cause more than \$500 worth of property damage; or
- (2) The operation of a motor vehicle in such a manner as to cause two property accidents within a 1-year period.

Employees' involved in a motor vehicle accident should only be tested under NAC 284.888 (2) when it is determined that the employee caused the accident resulting in bodily injury to himself or another person or substantial damage to property of more than \$500 worth; or has caused two property accidents within a 1-year period.

Please call us at (775) 687-3188 if your agency is in need of drug and alcohol testing forms or if you have questions.



Thousands die needlessly each year because people continue to use their cell phones while driving, handheld or hands-free. Join the National Safety Council this April in urging those you care about to:

Stop using cell phones while driving

Understand the dangers of cognitive distraction to the brain

Tell others about the dangers of cell phone distracted driving

Inform people who call you while driving that you'd be happy to continue the conversation once they have reached their destination

## Workers Compensation for Volunteers

The philosophy behind providing WC coverage for volunteers is that they are doing the State a favor by working without receiving money in exchange for their service. WC is a statutory benefit.

Basically, the agencies with volunteers are “on their honor” in that they report to us the number of volunteers they have had per quarter.

There is an entire section on how this is done in our website but in a nutshell here is how it works: During the last month of the quarter (March for the first quarter of 2013) our office sends out an invoice to all the agencies in our volunteer database asking them to please provide us with the number of volunteers for the quarter.

In order to calculate the work comp premium for volunteers, the Division of Industrial Relations sets a “deemed wage.” The present deemed wage for volunteers is \$100/month and the work comp rate is \$1.55 per \$100 of deemed wages. This translates into a \$1.55 per month or \$4.65 per quarter per volunteer in WC premiums.

We also require the agency to provide us with the memo of understanding, job description and application for each volunteer.

This documentation enables us to confirm that the volunteer has WC coverage, should the volunteer have an “on the job” injury. Here is the link to our website: <http://risk.nv.gov/WC/Volunteers/>

If you have questions please call Mary Lehrer at (775)687-3188.

## Attention Safety Coordinators!

Our annual safety conferences are slated for May 15<sup>th</sup>, 2013 in Las Vegas at The Orleans, and May 22<sup>nd</sup>, 2013 at the J.A. Nugget in Sparks.

We’ll have some new speakers and topics, and of course vendor sponsored food and drink.

Seating is limited so please make sure you RSVP to our Safety Specialist, David Gould, at [dgould@admin.nv.gov](mailto:dgould@admin.nv.gov) as soon as possible.

## INSURANCE FOR STATE CONTRACTS

Risk Management will be offering its “Insurance for State Contracts” on July 18<sup>th</sup>, from 9:00 AM-11:30 AM.

This class is designed to be an overview of business insurance and indemnification requirements for state contracts. The course will introduce students to Risk Management's online manual, "Insurance and Indemnification Requirements for Contracts," and demonstrate how it is used in conjunction with State Purchasing.

This class does *not* replace the three day Certified Contract Manager class offered by State Purchasing. If you have any questions please call Maureen Martinez at (775) 687-3193.

