NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
302

ADMINISTRATION/EMPLOYEE ORGANIZATION MEETINGS

Supersedes: AR 302 Temporary (12/31/08)
Effective Date: 05/14/09

AUTHORITY: NRS 209.131

RESPONSIBILITY

Wardens are responsible for establishing monthly meetings with approved employee associations to identify, discuss, and attempt to resolve operational and employment concerns in an informal manner.

302.01 MEET AND CONFER PROCEDURES

1. The Director will approve all employee associations/groups eligible for meet and confer privileges.

2. All meetings will be conducted in a professional manner.

   A. No specific personnel matters will be discussed.

   B. Meetings will be tape recorded.

   C. Issues should be limited to specific matters relating to the institution, not the Department.

3. Either side (Employee Associations/Management) shall prepare and submit agenda items 5 days prior to the established date of the meeting. This submittal will allow for thorough research and subsequent discussion of all agenda items.

4. The Warden, the Associate Warden of Programs, and the Associate Warden of Operations will represent the institution. The Warden/designee will officiate.

   A. A minimum of two Institutional Administrators will attend the meeting.

5. Approved employee associations'/groups' attendance will be limited to 4 members of their choosing.

6. Additional meetings may be scheduled with the Deputy Director and/or Director, as needed.

   A. Meetings will not be tape recorded.

   B. Additional participants may be selected and participate on an "as needed" basis.

7. Cancellations of meetings

   A. Written notification should be submitted 5 days prior to the scheduled meeting requesting cancellation and/or rescheduling.

      a. A reason should be noted in this notation.

      b. The notification should offer a tentative new meeting date and time.

      c. If no notification is received, the next meeting will automatically be scheduled for the next monthly meeting date.

   B. Telephone notification may occur under exceptional circumstances. Written information should be forwarded as soon as possible.

8. Both the employee association and institution will designate a "point of contact" to coordinate these meetings.

9. Institutional Administrators will forward a summary of the issues discussed to the Deputy Directors North/South and Director within 5 working days after the meeting.

APPLICABILITY

1. This regulation does not require an Operational Procedure.

2. This regulation does not require an audit.

REFERENCES

None

Howard Skolnik, Director

4/16/09
Date