

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
310**

WORK PERFORMANCE STANDARDS

Supersedes: AR 310 (11.01.06; 11/08/04)

Effective Date: 05/08/08

AUTHORITY: NRS 284.335; NAC 284.468 – 284.478; NAC 284.498

RESPONSIBILITY

The Appointing Authority shall be responsible to ensure Work Performance Standards are established for all positions within their direct line of authority.

The Warden/Division Head shall be responsible to develop and revise Work Performance Standards for all positions within their area of responsibility.

The Department Personnel Officer III shall maintain Work Performance Standards in the employees personnel file.

310.01 DEVELOPMENT OF WORK PERFORMANCE STANDARDS

1. The Department should set forth guidelines that provide direction to all employees regarding the expectations of the employee in the performance of their duties.
2. Each Supervisor should review the Work Performance Standards with the applicant during the interview process, and submit a signed copy with the hiring packet.
3. The Department should comply with the training requirements of NAC 284.498.
4. The Department's Personnel office should maintain work performance templates.
5. Each employee's work performance standards should be updated as appropriate.

310.02 APPLICABILITY

1. This regulation applies to all classified and unclassified employees of the Department.
2. This regulation requires an OP from the Department Personnel Division.
3. This regulation does not require an audit.

REFERENCES: ACA Standards 4-40642, 4-4067, and 4-4093

Howard Skolnik, Director

Date