

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 300 PERSONNEL	SUPERSEDES: AR 328 (10/13/92)
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATION 328 UNIFORM ALLOWANCE TEMP	EFFECTIVE DATE: 12/17/03

TABLE OF CONTENTS

	<u>PURPOSE</u>	
	<u>AUTHORITY</u>	
	<u>RESPONSIBILITY</u>	
	<u>DEFINITIONS</u>	
	<u>APPLICABILITY</u>	
	<u>PROCEDURES</u>	
<u>328.01</u>	NEW HIRES	
<u>328.02</u>	CONTINUING EMPLOYEES	
<u>328.03</u>	PROMOTED EMPLOYEES	
<u>328.04</u>	EMPLOYEES ON LONG-TERM LEAVE	
<u>328.05</u>	EMPLOYEES LEAVING SERVICE	
<u>328.06</u>	DAMAGE TO UNIFORM	
	<u>REFERENCES</u>	
	<u>ATTACHMENTS</u>	
	<u>MANDATORY REVIEW DATE</u>	<u>12/17/04</u>

PURPOSE

To define Department policy regarding the provisions of uniform allowance and agency issue.

AUTHORITY

NRS 209.131
NRS 281.121
NRS 289.800

RESPONSIBILITY

The Department Fiscal Division will be responsible for notifying the Department Personnel Division of the mandated uniform allowance established by the Legislature.

The Department Personnel Division will be responsible for notification and implementation of reimbursements to the employee.

Wardens or Division Heads will be responsible for distribution and collection of the agency issue items.

Department Employees will be responsible for the maintenance and return of agency issue items.

DEFINITIONS

AGENCY ISSUE – Items purchased by the Department and utilized by the custody employee in the course of their duties.

ASSOCIATE WARDEN – An assistant administrative officer in charge of Operations or Programs within an institution of the Department.

DEPARTMENT – The Nevada Department of Corrections.

DEPARTMENT PAYROLL OFFICE – The payroll office located in the Department Personnel Division in Carson City who supervises all payroll functions within the Department.

DEPARTMENT PERSONNEL DIVISION – The Personnel Division within the Nevada Department of Corrections.

DEPARTMENT PERSONNEL OFFICER – The administrative officer in charge of the Department's Personnel Division.

DIRECTOR – The Director of the Nevada Department of Corrections.

DIVISION HEADS – Those individuals responsible for the major divisions of the Department; such as Personnel, EEO/Professional Development, Inmates Services, Fiscal, Inspector Generals Office, Procurement, Accounting, Offender Management, Stores, Medical.

EMPLOYEE – A person legally holding a position with the Department in the public service as defined in NRS 284.015.

FOOTWEAR – Black polished boots, with non-skid soles and no steel toe.

PEACE OFFICER – Positions designated pursuant to the definitions contained in, NRS 169.125; NRS 289.010; NRS 289.220; NRS 289.480; NAC 289.060, inclusive.

REHIRE – A competitive or non-competitive appointment to a vacant position following any separation from the Department, regardless of length or subsequent employers.

REINSTATEMENT – A non-competitive appointment of a former permanent employee to a class formerly held or to a comparable class. This right is available for two years after separation from State service.

STATE DEPARTMENT OF PERSONNEL – The Nevada State Department of Personnel.

UNIFORMED EMPLOYEE – Staff that are required to wear a uniform during the performance of their duties within, or outside of, a secured perimeter.

WARDEN – The administrative officer in charge of an institution of the Department.

APPLICABILITY

This regulation shall apply to all uniformed employees.

PROCEDURES

328.01 NEW HIRES

1.1 New or rehired Peace Officer employees will be required to purchase one Class A uniform in addition to the Class C uniform.

1.2 New or rehired maintenance employees will be required to purchase one Class M uniform.

1.3 New or rehired Lieutenant or Associate Warden of Operations will be required to purchase a Class B uniform.

1.4 New or rehired Uniformed Employees are eligible to receive an initial uniform payment in addition to a fiscal quarterly maintenance allowance based on their classified position as set by the Legislature.

1.4.1 The initial payment will be a one-time payment that will be included on their payroll check approximately 4 to 6 weeks from the effective date of hire.

1.4.2 The quarterly allowance payments will be issued at the end of the nearest successive fiscal quarter of service completed to conclude the balance of the new hire uniform allowance. (3-4048)

1.5 The Department will distribute agency issue items.

1.5.1 Employees will be required to sign for these items, and must return these items upon resignation.

1.6 Part-time employees are entitled to receive an initial uniform payment and fiscal quarterly maintenance allowance as outlined.

328.02 CONTINUING EMPLOYEES

1.1 Following each fiscal quarter, the Uniformed Employee shall receive approximately one (1) quarter (25%) of the annual uniform allowance for continuing employees as specified by the Legislature.

1.1.1 Payments will be submitted for processing by the Department Payroll Office at the beginning of each fiscal quarter to the State Department of Personnel.

1.2 Uniformed Employees who are reinstated will be considered continuing employees for purposes of uniform allowance.

1.2.1 They will receive a uniform allowance on a fiscal quarterly basis for service completed in the amount established for continuing employees.

1.3 Employees participating in the Honor Guard, will be required to purchase the Honor Guard uniform.

328.03 PROMOTED EMPLOYEES

1.1 Employees promoted to Lieutenant or Associate Warden of Operations will receive the higher uniform maintenance allowance as mandated by the Legislature.

1.1.1 Employees promoted prior to the 15th of the second month of the fiscal quarter (August, November, February, May) will receive the higher quarterly uniform maintenance allowance on the next successive quarter after promotion.

1.1.2 Employees promoted after the 15th of the second month of the fiscal quarter will begin receiving the higher quarterly uniform maintenance allowance on the second quarter after promotion.

1.2 Associate Wardens of Operations are authorized to choose between wearing the approved uniform or civilian clothing, although, those who choose to wear civilian clothing cannot change back to wearing the approved uniform for a period of one (1) year unless so ordered by Departmental policy.

328.04 EMPLOYEES ON LONG-TERM LEAVE

1.1 Uniformed Employees who are placed on worker's compensation, leave without pay, catastrophic leave or military leave may receive a quarterly uniform maintenance allowance if they were performing their duties after the 15th of the second month of the fiscal quarter (August, November, February, May).

1.2 If they are placed on leave prior to the 15th of the second month of the fiscal quarter, they will not receive a quarterly uniform maintenance allowance.

328.05 EMPLOYEES LEAVING SERVICE

1.1 Employees who leave service with the Department must account for and return all agency issue items to the designated individual.

1.1.1 Failure to return the agency issue items may result in the necessary action being taken to obtain these items or the cost will be deducted from the employees final payroll check.

1.2 Employees terminating after the 15th of the second month of the fiscal quarter shall receive a final payment for the quarterly uniform maintenance allowance approximately 6 to 8 weeks after their termination date. Those employees terminating prior to the 15th of the second month of the fiscal quarter shall not be entitled to the maintenance allowance.

328.06 DAMAGE TO UNIFORM

1.1 Damage incurred to a uniform while on duty, outside of the normal wear and tear, may be reimbursed.

1.1.1 Reimbursement required approval from the Director of the Department of Administration.

1.1.2 Requests for reimbursement should be addressed to the Chief of Fiscal Services.

1.1.3 The request must include a copy of the incident report and receipts for the replaced uniform.

1.2 If during the period of employment with the Department, agency issue items are lost, broken, or unable to be accounted for the employee is responsible for such replacement.

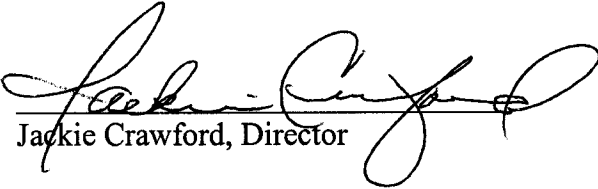
1.3 Damage to a uniform incurred while off duty will be covered by the uniform allowance.

REFERENCES

ACA Standard 3-4048

ATTACHMENTS

Uniform Allowance Authorization List


Jackie Crawford, Director

10/21/03
Date

CONFIDENTIAL XX
 Yes No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.

NEVADA DEPARTMENT OF CORRECTIONS MEMORANDUM

TO: ALL NEW/PROMOTED CUSTODY & MAINTENANCE EMPLOYEES
 SUBJECT: INITIAL UNIFORM PAYMENT & QUARTERLY MAINTENANCE ALLOWANCE

All new/promoted custody employees and maintenance employees are eligible to receive an initial uniform payment and quarterly maintenance allowance based on their classified position as follows:

	Year One (FY '04)	Year Two (FY'05)
Class C (COT/CO/SrCO/SGT)		
Initial Uniform Payment	464.87	
Maint. Qtr. 1		109.41
Maint. Qtr. 2	100.00	100.00
Maint. Qtr. 3	100.00	100.00
Maint. Qtr. 4	100.00	100.00
Total	764.87	409.41
Class B (LT/Assoc Warden)		
Initial Uniform Payment	536.65	
Maint. Qtr. 1		130.19
Maint. Qtr. 2	100.00	117.00
Maint. Qtr. 3	100.00	117.00
Maint. Qtr. 4	100.00	117.00
Total	836.65	481.19
Class M (Maintenance)		
Initial Uniform Payment	209.27	
Maint. Qtr. 1		84.27
Maint. Qtr. 2	62.00	81.00
Maint. Qtr. 3	62.00	81.00
Maint. Qtr. 4	62.00	81.00
Total	395.27	327.27

The initial payment will be a one-time payment that will be included on your payroll check approximately 4 to 6 weeks from the effective date of hire. A subsequent maintenance allowance will begin with the second quarter of employment.

New custody employees will be required to purchase ONE "Class A" uniform in addition to the Class C (BDU's) uniform. The Class A uniform consists of one pair of pants, one shirt, and one black basket weave belt. Footwear will consist of black polished boots, with non-skid soles and no steel toe.

I HAVE READ THE ABOVE UNIFORM ALLOWANCE PROCESS AND UNDERSTAND THAT I WILL RECEIVE AN INITIAL PAYMENT WITH QUARTERLY MAINTENANCE ALLOWANCES TO FOLLOW.

Employee's Signature

Date