NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
310

WORK PERFORMANCE STANDARDS
(TEMPORARY)

Supersedes: AR 310 (08/13/10)
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AUTHORITY:

NRS 284.335; NAC 284.468 – 284.478; NAC 284.498; SAM 521.0; OSHA 29CFR 1910; 42 U.S.C. § 15601, *et seq.* and 28 C.F.R. Part 115

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's Human Resources Division shall maintain work performance standards in the employee's personnel file.

310.01 DEVELOPMENT OF WORK PERFORMANCE STANDARDS

1. Work performance standards are a written statement of the results or behavior, or both, expected of an employee when the job elements of the employee's position are satisfactorily performed under existing working conditions.

   A. Job elements should reflect only the principal assignments, goals and responsibilities. Minor assignments should be included within the broader description of the principal assignments and responsibilities.

   B. Safety responsibilities must be included in each employee's work performance standards.

   C. Prison Rape Elimination Act (PREA) responsibilities must be included in each employee's work performance standards.

2. Performance standards should reflect established guidelines that provide direction to employees regarding the expectations of the employee in the performance of their duties.

3. Work performance standards are required for all classified positions.

4. The Department's Personnel Office maintains templates of work performance standards on the Stewart shared drive.

5. The Supervisor is responsible for establishing the initial work performance standards.

6. Supervisors shall ensure work performance standards are accurate for new appointments to a position. Performance standards should be reviewed and discussed with new employees within the first 10 days of employment, promotion, or transfer to another position within the Department.

7. The Supervisor should meet annually, or more frequently as needed, with their employees to review and amend work performance standards as necessary to ensure they are consistent with the respective job elements.

8. Employees must be given an opportunity to provide comments when the standards are revised.

9. Final approval for the employee's work performance standards rests with the Appointing Authority.

10. The original work performance standard must be reviewed and signed by the employee, the immediate Supervisor, the reviewing officer (if applicable), and the Appointing Authority and forwarded to the Department's Human Resources for maintenance in the employee's personnel file.

11. The Supervisor should maintain a copy of the work performance standard for their supervisory file and provide a copy to the employee.

12. Work performance standards shall be utilized to complete employee evaluations.

310.02 TRAINING

1. Department staff shall comply with the supervisory training requirements of NAC Chapter 284.

2. Upon initial appointment to a supervisory position, the new supervisor must attend training in subjects related to supervisory responsibilities within the first six (6) months of appointment.

3. The Department's Employee Development Division should offer a course in the completion of Work Performance Standards. If the training is not provided through the Department's Employee Development Division within the first six months of appointment, the new supervisor shall sign up for the training through the Division of Human Resources Management, NEATS training module,

E-Learning.

4. It is the employee's responsibility to ensure that a copy of their certificate of completion or the print out from the NEATS Training Module, for mandated training is forwarded to the NDOC Employee Development Division for placement in the employee's training file.

310.03 WORK PERFORMANCE STANDARDS MAINTENANCE

1. The Department's Human Resources Division maintains a work performance standards template for each classification within the Department.

2. The work performance standards template is forwarded to the Supervisor with the interview packet.

3. Supervisors shall review the work performance standards upon receipt for clarity and accuracy.

4. Prior to the interview process, the Supervisor is required to modify the work performance standards as necessary.

5. Supervisors shall give new hires a copy of the current work performance standards within 10 days of assuming their duty assignments.

6. Work performance standards that are submitted to the Department's Human Resources Division missing required signatures will be returned to the Supervisor for completion. Work performance standards returned to Supervisors will need to be resubmitted will all the required signatures within 10 working days.

7. Division heads shall maintain a master file of work performance standards for each class of employee within their chain of command.

8. The Department's Human Resources Division shall maintain signed work performance standards in the employee's personnel file.

APPLICABILITY

1. This regulation applies to all employees of the Department.

2. This regulation does not require an operational procedure.

3. This regulation requires an audit.

Director

8/11/14
Date