NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
311

PERFORMANCE EVALUATIONS FOR CLASSIFIED EMPLOYEES (TEMPORARY)

Supersedes: AR 311 (08/13/10)
Effective Date: 07/17/14

AUTHORITY

NRS 209.131; 284.290; 284.338; 284.340; NAC 284.470, 284.474, 284.478

RESPONSIBILITY

The Director is responsible to report to the Division of Human Resource Management on the performance of the Department's classified employees.

Appointed Authorities shall be responsible for filing performance evaluations with the Human Resources Division, on each of their employees who hold a classified position, by the time specified in NRS 284.340.

Supervisors will be responsible for completing a performance evaluation on each employee within their supervision by the times specified in NRS 284.340.

311.01 NOTIFICATION PROCESS

1. Employees appointed to supervisory or managerial positions are required to evaluate the performance of another employee who holds a position in the classified service. New supervisors and managers must have completed training in evaluating and preparing a report on employee performance. The training must be:

   A. Completed within 6 months of the supervisory/managerial appointment; and

   B. Provided by the Department or the Division of Human Resource Management.

2. Employee evaluation due dates are available on the Department's Stewart shared drive in the Human Resources/ Position Roster section.

3. Employee performance evaluations should be filed pursuant to NRS 284.340.

A. Employees serving a probationary or trial period should have a performance evaluation filed at the end of the 2nd and 5th month from appointment date if the probationary/trial period is six months; or at the end of the 3rd, 7th and 11th month from appointment date if the probation/trial period is 12 months.

B. A permanent employee should have a performance evaluation filed at the end of the 12th month each year.

C. More frequent reports may be submitted at the discretion of the supervisor.

5. Employees who have not received a performance evaluation by the filing deadline are deemed standard and will receive permanent status if in a probationary or trial period.

A. Probationary or trial periods may not be extended except as otherwise provided in NAC 284.448.

311.02 PREPARATION AND DISCUSSION

1. Employee evaluations must be completed on the most current Employee Appraisal and Development form (NPD-15) located on the Department's Stewart shared drive, Human Resources/Forms or on the website of the Division of Human Resource Management.

2. The preparation of an NPD-15 must be completed in conjunction with the current work performance standards. The employee should be given a copy of the evaluation when the process is complete.

3. Performance card entries may be documented on the employee evaluation, however, statements indicating actual usage or balance of annual and sick leave should not be included into the employee evaluation.

4. Regarding leave abuse, it is permissible to place statements such as "there appears to be a pattern of concern" or that the employee has been placed on "furnished proof "and the duration period.

5. Prior to submission of the NPD-15 to an employee, the Supervisor should obtain concurrence from their chain of command. Should any level within the chain of command disagree with the performance evaluation, the evaluation should be returned to the Supervisor to provide justification.

6. The preparation of an evaluation should include a discussion between the employee and Supervisor.

7. If an employee is unavailable for a discussion due to an extended absence, the supervisor should mail the evaluation certified to the employee. An evaluation or request for review is deemed to have been received on the 3rd day after the date on which it is postmarked.

8. If the employee is on extended leave of absence due to being called to active military duty or is incapacitated or incoherent, the Supervisor will not prepare and mail an evaluation certified. Upon the employee's return, the supervisor should prepare and present a special performance evaluation within six months of the employee's return to duty.

9. The employee may take the NPD-15 for review but must sign and return to the supervisor within 10 working days. The supervisor should retain a copy of the NPD-15 and have the employee initial and date receipt of the original.

10. The supervisor should obtain the employee's signature on the completed NPD-15, within 10 working days after the discussion.

11. Should the employee disagree with the NPD-15 and request a review, the employee must check both the disagree and request review boxes on the NPD-15 and the employee must provide in writing the specific points of disagreement and return to the reviewing officer within 10 working days from receipt. The reviewing officer is:

A. The supervisor of the person who prepared the report on performance; or

B. Such other person designated by the Appointing Authority.

12. The reviewing officer will respond to the employee in writing on the form prescribed by the Division of Human Resource Management (NPD-15R) within 10 working days after the supervisor receives the request for review.

A. The reviewing officer must submit to the Appointing Authority a recommendation to uphold or modify the report.

B. The Appointing Authority shall review the recommendation on the contested performance and render a final decision to the employee within 10 working days after receipt of recommendation.

C. An employee and subsequent reviewer may agree in writing to extend the 10 working day deadline.

13. Following the review by the appointing authority, the evaluation and any attachments shall be forwarded to the Human Resources office for inclusion in the official Human Resource file and the State Human Resources Management/Central Records file.

A. A permanent employee who disagrees with the responses or does not receive a response to the request for review within 10 working days may file a grievance pursuant to NAC 284.658 to 284.6957, inclusive.

14. A substandard evaluation must contain a developmental plan and a statement that such an evaluation affects salary adjustments and longevity pay, if applicable.

15. An employee who has received a substandard rating must be re-evaluated at least every 90 days until the performance improves to standard, or other action becomes appropriate.

16. Should an employee refuse to sign an NPD-15 or fail to return an NPD-15, the supervisor should make a note, obtain a witness signature and forward the NPD-15 to the Human Resources Division.

17. Once the evaluation, and subsequent review(s), has been completed it must be forwarded to the Human Resources Division. A copy will be placed in the department Human Resources file, with the original forwarded to the State Human Resources Management/Central Records.

18. If an employee has not worked under the current supervisor for an adequate evaluation period, the supervisor may obtain input on the employee's performance from a previous supervisor.

19. Supervisors should meet periodically with employees to discuss issues and expectations when necessary.

20. The employee should be able to use the evaluation as a guide to areas of job performance which may require improvement.

21. Included into the discussion with the employee, supervisors shall provide information relating to the Merit Award Program as established in NRS 285.020.

APPLICABILITY

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

2. This regulation does not require an operational procedure.

3. This regulation does not require an audit.

REFERENCES

ACA Standards 4th Edition, 4-4059, 4-4064, and 4-4067

Director

7/17/17
Date