

Employee Recruitment, Hiring and Termination Policy

Policy 1.5



POLICY

Per Nevada Revised Statute 561.105, the Board of Agriculture shall establish the policy of the Nevada Department of Agriculture (NDA).

The Employee Recruitment, Hiring and Termination Policy shall ensure the recruitment and hiring, and termination of classified positions meet all applicable federal and state laws. The policy shall also ensure the recruitment, hiring, and termination of unclassified positions meet all applicable federal and state laws; and are directed by, and serve at the discretion of, the director per Nevada Revised Statutes (NRS) 284.147 *Unclassified service: Heads of departments may employ deputies and employees necessary to fill unclassified positions; salaries.*

POLICY EFFECTIVE DATE

September 9, 2020

LAST REVISED DATE

August 28, 2020

REFERENCES

NRS Chapter 284.150, 284.255, 284.265, 284.305, 284.380-.381, 286.3007, 286.430; and Nevada Administrative Code 284.295 - .439, 284.602, 284.60.8, 284.646; the department policies and procedures.

POLICY REPLACES A PREVIOUS POLICY DATED

This policy replaces the Recruitment and Hiring Policy and The Employee Termination Policy, both approved by the Board of Agriculture on March 26, 2013.

RESPONSIBILITIES

The leadership team, consisting of the director, deputy director, and each administrator shall uphold the policies set forth by the Board of Agriculture.

APPLICABILITY

This policy applies to all NDA staff, and those who work on behalf of the NDA.

APPROVED BY:

Director

Date

Board of Agriculture

Date

This policy is not a substitute for relevant law or regulation, nor does it establish additional rights beyond those provided in law and regulation. This policy is intended to be used in conjunction with the state law and the Rules for State Personnel Administration (NRS & NAC 284).