NEVADA DEPARTMENT OF AGRICULTURE
EMPLOYEE APPRAISAL AND DEVELOPMENT
POLICY #AG-1-HR-9

PURPOSE:

This policy establishes procedures to help ensure an objective and timely review and evaluation of performance and development is completed for each classified employee.

POLICY:

It shall be the policy of the Department of Agriculture that all supervisors of classified employees will complete performance appraisals on each of those employee at the times specified in Nevada Revised Statutes (NRS) 284.340 and in the manner specified in Nevada Administrative Code (NAC) 284.470.

SCOPE:

This policy and the procedures contained within shall apply to all classified positions in the Department, and their supervisors and administrators.

REFERENCES:

Nevada Revised Statutes (NRS) 284.335, 284.337 and 284.340 and Nevada Administrative Code (NAC) 284.470, 284.474 and 284.478.

FORM:

As currently provided by the Division of Human Resource Management (DHRM).

RESPONSIBILITY:

1. Agency Human Resource Services (AHRS) shall be responsible for:
    a. Providing assistance to supervisors and employees in the interpretation and explanation of this policy and NAC 284.470, 284.474, and 284.478.
    b. Providing a monthly report to all supervisors on the status of employee evaluations due and/or work performance standards requiring development.
    c. Receipt of all completed Employee Appraisal and Development forms (NPD-15) and review for accuracy as to format, timelines and required signatures.
    d. Recording, filing and distribution of finalized evaluations.

2. Each Division Administrator shall be responsible for:
    a. Ensuring all employee evaluations (Employee Appraisal and Development, Form NPD-15), are completed on all classified employees

within their respective Division; and

b. Ensuring all supervisors in their Division complete the required state training in the development of work performance standards and employee appraisal. This training must be completed prior to the supervisor completing employee appraisals on any position.

3. Each supervisor (including Division Administrators) shall be responsible for:
   a. Attending the required state supervisory training in Developing Work Performance Standards and Employee Appraisal prior to completing employee appraisals.
   b. Completion and of employee evaluations (Employee Appraisal and Development, Form NPD-15) for each employee under his or her supervision, meeting timelines prescribed in NRS 284.340 and procedures outlined in this policy.

4. Employees are responsible for:
   a. If employee is in agreement with the supervisor's evaluation, completing the appropriate section on the performance evaluation, indicating agreement, signing and dating the evaluation, and returning the signed evaluation to the supervisor for further processing.
   b. If employee is in disagreement with the evaluation, they should follow the procedures outlined in this policy and NAC 284.470, 284.477 and 284.478.

PROCEDURES:

1. The Employee Appraisal and Development must be completed and filed at the times prescribed by NRS 284.340, which are also designated on the DHRM form (NPD-15):

   a. During an employee's probationary period, a report must be filed at the end of the 3rd, 7th and 11th months of employment if the probationary period is 12 months; or the 2nd and 5th month if the probationary period is 6 months.

   b. Once an employee reaches permanent status, a report must be filed at the end of the 12th month next following the attainment of permanent status, and every 12th month thereafter.

   c. If a report on performance is not filed on or before the times specified in a. or b. above, the performance of the employee shall be deemed standard.

   d. A report on performance may be filed more frequently than the statutory timelines at the discretion of the supervisor.

2. Supervisors are required to refer to and utilize the employee's work performance standards in evaluating and rating the employee to ensure an accurate, complete and objective appraisal of the employee's performance and development.

3. The preparation of each performance evaluation must include a discussion between the employee and his or her supervisor.

4. Within 10 working days after that discussion and receipt of the evaluation, the employee must complete and sign the appropriate section on the performance report and return the report to the supervisor for forwarding to the reviewing officer or appointing authority.

5. If an employee is unavailable at the time his or her performance report is due, because of an extended absence, the guidelines discussed in NAC 284.470, subsection 8, must be followed.

6. If the employee contests the employee appraisal and requests a review, he or she must respond to the report in writing, identify the specific points of contention and return the response to the supervisor, who will then forward that response to the reviewing officer.

    a. The reviewing officer shall respond in writing on the DHRM prescribed form, NPD-15 Employee Appraisal & Development, within 10 working days of the date the supervisor received the request for review.

    b. If the reviewing officer is not the Director, the reviewing officer must submit to the Director a recommendation to uphold or modify the report on performance.

    c. The Director shall review the recommendation and render a final decision to the employee within 10 working days after receiving the recommendation.

7. If a reviewing officer fails to respond to a request for review from an employee within the timelines outlined in Section 6, the employee may institute the procedure for the adjustment of a grievance pursuant to NAC 284.658 to 284.6957, inclusive.

8. Upon completion of the review process conducted pursuant to NAC 284.470, a permanent employee may appeal a contested report on performance through the procedure for the adjustment of a grievance pursuant to NAC 284.658 to 284.6957, inclusive.

9. When an employee's performance falls below standard, the supervisor must inform the employee promptly and document the specific deficiencies in the

performance, regardless of whether a performance report is completed or filed.

10. When a report on performance is given which reports the overall rating of performance as below standard:

    a. The report must contain a written notice that such report affects both merit pay increases and eligibility for longevity pay; and

    b. A follow-up report on performance must be filed at least once every 90 days after the below standard rating until the performance improves to standard or disciplinary action is taken against the employee.

11. A copy of each performance report and, if applicable, any written response to such a report requested by an employee pursuant to NAC 284.470, subsection 7 or 8 must be provided to the employee. The original is sent to AHRS where it is reviewed for accuracy in format and content.

    a. If the performance report is not in compliance, it will be returned to the department with notes indicating what needs to be corrected.

    b. If the performance report meets requirements, it is recorded in the AHRS database and distributed per AHRM requirements.

12. If any written comments are added to the report on performance after a copy of the report was provided to the employee, as outlined in Section 11 above:

    a. A copy of the revised report which includes the written comments must be provided to the employee; and

    b. The employee may respond, in writing, to the additional comments in the revised report not later than 10 working days after receiving the copy and submit the response to DHRM through AHRS for inclusion in his or her file located in Central Records.

13. Employees or supervisors who need assistance or clarification on this policy should contact AHRS or a DHRM representative.

DIRECTOR'S POLICY AUTHORIZATION:

Jim R. Barbee, Director

3/28/13
Date

APPROVED BY THE BOARD OF AGRICULTURE ON March 26, 2013.
Effective 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 & NAC284).