

# Employee Report on Performance Policy

## Policy 1.6



### **POLICY**

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

The Employee Report on Performance Policy shall ensure supervisory staff complete Employee Reports on Performance (human resources form HR-15) that meet all applicable Nevada Revised Statute (NRS) and Nevada Administrative Code (NAC).

### **POLICY EFFECTIVE DATE**

March 5, 2020

### **LAST REVISED DATE**

February 18, 2020

### **REFERENCES**

NRS Chapter 284.335 - .340; and NAC 284.470 - .478.

### **POLICY REPLACES A PREVIOUS POLICY DATED**

This policy replaces the Employee Appraisal and Development Policy 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).*