Policy: Supervisors are to ensure that Division employees have current Work Performance Standards (WPS) and receive timely Employee Development Reviews (performance appraisals).

Purpose: To maximize communication between the agency/supervisor and an employee regarding expectations of the employee's position, to what extent the employee is fulfilling those expectations, and areas for improvement.

References: NRS 284.335 – 340; NAC 284.468 – 478.

Procedures:

I. Work Performance Standards (NPD-14's):

A. During employee orientation, an employee's supervisor should present current Work Performance Standards for the position. The employee and supervisor are expected to finalize the employee's initial WPS within 30 days after the date of hire, and to revise as needed by the end of the probationary period. Thereafter, standards are to be reviewed annually in conjunction with the annual performance appraisal.

B. It is expected that the employee's input on WPS will be solicited and considered. However, the employer makes the final approval of WPS per NAC 284.468, section 3.

C. WPS are to be revised as necessary to reflect changes that occur in the employee's duties. At a minimum, they are to be reviewed every time a performance evaluation is done. Attached is a form that can be used to document agreement by the supervisor and employee that the WPS are accurate. The agency personnel office will maintain these documents with original signatures in the employee's personnel file. Copies will be provided to both the employee and the supervisor.

II. Employee Development Reports (NPD-15's):

A. As new employees are hired, supervisors must note the dates performance evaluations become due in the Department of Personnel. Employees at grades 19 or below receive an evaluation during their 2nd and 5th months of employment, with permanent status granted on the 6th month of employment. Employees at grades 20 and above receive an evaluation during their 3rd, 7th, and 11th months of employment, with permanent status granted on the 12th month of employment. As a courtesy, the agency personnel representative shall notify supervisors of evaluations due at least 45 calendar days prior to the due date. Agency

directors are responsible to ensure that all performance evaluations are completed in a timely manner.

B. Prior to developing and presenting performance evaluations, all supervisors must complete training provided by the Department of Personnel on Employee Appraisal and Work Performance Standards. No supervisor shall sign performance evaluations without having completed this required training.

C. Evaluations are to be developed based on an assessment of the employee's work, work products, results, and a review of applicable records as related to the work performance standards in effect during the rating period.

D. It is recommended that the supervisor review performance evaluations with the appointing authority or other manager in the chain of command (as delegated by the appointing authority) prior to presenting to the employee.

E. Performance evaluations are to be discussed with employees as required by NAC 284.470, section 6. The supervisor shall meet with the employee to discuss the evaluation (either in draft or final format). If the employee is unavailable due to an extended absence, the performance evaluation is to be mailed to the employee per NAC 284.470, section 7.

F. Employees have ten working days after the meeting with the supervisor (or receipt by mail if on extended absence) to comment, sign and return the document to the supervisor. (Note: evaluations not received by the Department of Personnel by the date specified are deemed to be standard).

G. The completed document, along with re-signed standards and any written comments from the employee are to be submitted to the agency personnel office for routing to the Department of Personnel and appropriate distribution of copies. The employee is to receive a copy of the NPD-15 with all signatures. If any comments are added to a performance evaluation after the report has been provided to the employee, a copy of the revised report must also be provided, and the employee may respond as provided in NAC 284.470, section 8(b).

H. If the overall rating is Does Not Meet Standards (DNMS), the supervisor must re-evaluate the employee's performance within 90 calendar days. Evaluations not brought up to an overall Meets Standards rating may affect receipt of a merit salary increase and/or the employee's eligibility for longevity pay.

I. If an employee disagrees with his/her performance evaluation and marks "Review Requested" within the allotted 10 working day period, the appointing authority is to appoint a reviewing officer. The employee is to identify the specific points of disagreement in writing. The reviewing officer is to respond to the employee in writing within 10 working days after the supervisor receives the employee's request for a review. The employee and appointing authority may agree in writing to extend the response periods for either the employee or the reviewing officer.

J. If a permanent employee disagrees with the performance evaluation after receiving the reviewing officer's findings and any revisions to the evaluation, it may be appealed, using the grievance process as outlined in NAC 284.658 – 294.6957. Per NAC 284.678(3), this grievance must be filed within 10 working days of receipt of the reviewing officer's decision unless a written extension has been granted. It is to be filed with the appointing authority, or, if the appointing authority is the immediate supervisor or the reviewing officer, with the next level of the grievance process.

K. Each division agency shall formulate policies and procedures to implement this policy or shall incorporate this policy into the agency policy and procedure manual.

Administrator

Effective Date: 11/1/97
Date Revised: 04/21/05; 10/31/07
Date Reviewed: 11/1/99, 3/10/05
Date Approved by MHDS Commission:

DIVISION OF MENTAL HEALTH AND DEVELOPMENTAL SERVICES

This certifies that the work performance standards for _____
Employee's Name
are current and accurate as of the date indicated below.

_____
Supervisor Date

_____
Employee Date

As required by MHDS Policy #5.004 this statement shall be attached to the employee's evaluation form and retained in agency personnel files.