

**PROPOSED REGULATION OF THE
PERSONNEL COMMISSION**

LCB File No. R139-12

Section 1. NAC 284.498 is hereby amended to read as follows:

Explanation of Proposed Changes: The Division of Human Resource Management is recommending that training regarding work performance standards is completed within 6 months of appointment as a understanding of these are required in order to evaluate performance. To avoid unnecessary repetitiveness of training, the acceptable completion period for supervisory or managerial training accepted by the appointing authority was expanded to 3 years.

NAC 284.498 Training of supervisory and managerial employees. (NRS 284.065, 284.155, 284.343)

1. Except as otherwise provided in this section:

(a) Within 6 months after an agency initially appoints an employee to a supervisory position or managerial position, the employee shall attend a training class concerning *performance standards and* the evaluation of the performance of employees.

(b) Within 12 months after an agency appoints an employee to a supervisory position or managerial position, the employee shall attend at least one training class which has been approved by the Division of Human Resource Management in each of the following areas:

- (1) Equal employment opportunity;
- (2) Interviewing and hiring;
- (3) Alcohol and drug testing;
- (4) Progressive disciplinary procedures; and
- (5) Handling grievances.

2. Every 3 years, a supervisor or managerial employee shall ~~attend~~ *complete* training which is approved by the Division of Human Resource Management. Such training must include, without limitation, training classes in each of the topic areas described in subsection 1.

3. The appointing authority, at its discretion, may accept, in lieu of the training required by subsection 1 *or 2*, supervisory or managerial training classes which are approved by the Division of Human Resource Management and taken by the employee during the ~~12 months~~ *3 years* immediately preceding the employee's appointment.

4. In addition to the training otherwise required by this section, the Division of Human Resource Management or an appointing authority may require a supervisor or managerial employee to retake any part or all of the training required by this section, or to participate in any additional training or other classes deemed necessary by the Division of Human Resource Management or appointing authority.

5. As used in this section:

(a) "Managerial position" means a position which is held by an employee who:

- (1) Formally evaluates supervisors;
- (2) Is involved in the hiring and firing of subordinate staff;
- (3) Determines organizational structure within a component of the organization; and

- (4) Develops, monitors and implements policies to accomplish long-range goals.
- (b) “Supervisory position” means a position which is held by an employee who:
- (1) Formally evaluates staff;
 - (2) Is involved in the hiring and firing of subordinate staff; and
 - (3) Establishes policies which affect the performance or behavior of subordinate staff.

[Personnel Div., Rule X part § F, eff. 1-18-82]—(NAC A by Dep’t of Personnel, 10-26-84; 5-27-86; 10-18-89; 3-23-94; R197-99, 1-26-2000; A by Personnel Comm’n by R182-03, 1-27-2004; R057-10, 10-15-2010)

Sec. 2. NAC 284.494 is hereby repealed:

Explanation of Proposed Change: The Division of Human Resource Management proposes that this section be repealed. Training provided by DHRM is now requested through the NEATS system and DHRM does not control how training is funded. Whether or not release time is granted is covered in NAC 284.484.

NAC 284.494 Request for training. (NRS 284.065, 284.155, 284.343) ~~[A request for training to be provided by the Division of Human Resource Management must be completed on a form provided by the Division of Human Resource Management and approved before the training is begun if:~~

- ~~—1. The cost involved will be charged to the budgetary category for training; or~~
- ~~—2. Release time from the employee’s regular job will be granted for the training.]~~

[Personnel Div., Rule X § E, eff. 1-18-82]—(NAC A by Dep’t of Personnel, 10-26-84; 5-27-86)