

# PROPOSED REGULATION OF THE PERSONNEL COMMISSION

LCB File No. R057-10

NAC 284.498 is hereby amended to read as follows:

**Explanation of Proposed Change:** This regulation change, proposed by the Department of Personnel, simplifies the training requirements for supervisory and managerial employees and will make it easier for agencies to determine if their employees are in compliance. The change will require supervisors to take refresher training on all topics more frequently, but online course offerings will make meeting the requirements more convenient. More frequent training will help insure that supervisors and managers remain up-to-date on relevant regulations and processes.

**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 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 *approved by the Department of Personnel* 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.

(c) *Supervisory and managerial employees shall attend any other classes required by the Director of Personnel.*

~~[2.—Within 3 years after an agency initially appoints an employee to a supervisory position or managerial position, the employee shall attend additional supervisory or managerial training which, when added to the amount of training received pursuant to subsection 1, equals at least 40 hours of training.~~

~~—3.—For every 3 year period after the initial 3 year period, a supervisor or managerial employee shall attend at least 40 hours of training to enhance his supervisory or managerial skills. Such training must include at least two of the training classes described in subsection 1. An employee who receives credit for a training class described in subsection 1 for a 3 year period will not receive credit for taking that same training class in the next two following 3 year periods.]~~

2. *Supervisors and managers shall attend training approved by the Department of Personnel on the topics described in paragraphs (a) and (b) of subsection 1 every three years.*

[4]3. The appointing authority, at its discretion, may accept, ~~in lieu of the training required by subsection 1, supervisory or managerial training]~~ *approved courses* taken by the employee during the [36] 12 months immediately preceding his appointment to meet the requirement of paragraphs (a) and (b) of subsection 1.

[5]4. In addition to the training otherwise required by this section, 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 appointing authority.

- ~~{6.—To meet the training requirements of this section, the employee may take training from:~~
- ~~—(a) The employee’s agency;~~
  - ~~—(b) A formal training program;~~
  - ~~—(c) The Department of Personnel; or~~
  - ~~—(d) Any combination of paragraphs (a), (b) and (c).~~
- ~~7.—An employee will not receive credit for any supervisory or managerial training taken for the purposes of this section unless:~~
- ~~—(a) For training classes described in subsection 1, the training class is certified by the Department of Personnel; and~~
  - ~~—(b) For all other classes and training, the class or training is certified or otherwise approved by the appointing authority.]~~

***5. The Department of Personnel may delegate the authority to teach the course required by paragraphs (a) and (b) of subsection 1.***

~~{8}~~6. 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.