

**PROPOSED REGULATION OF THE
PERSONNEL COMMISSION**

LCB File No. R057-10

April 21, 2010

EXPLANATION – Matter in *italics* is new; matter in brackets ~~[omitted material]~~ is material to be omitted.

AUTHORITY: §1, NRS 284.065, 284.155 and 284.343.

A REGULATION relating to the State Personnel System; revising provisions governing the training of supervisors and managerial employees; and providing other matters properly relating thereto.

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

284.498 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 *which has been 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.

~~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,] Every 3 years, a supervisor or managerial employee shall attend [at least 40 hours of] training [to enhance his supervisory or managerial skills.] which is approved by the Department of Personnel. Such training must include [at least two of the], without limitation, training classes in each of the topic areas 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.~~

~~—4.] 3.~~ The appointing authority, at its discretion, may accept, in lieu of the training required by subsection 1, supervisory or managerial training *classes which are approved by the Department of Personnel and* taken by the employee during the ~~[36]~~ 12 months immediately preceding his appointment.

~~[5.] 4.~~ In addition to the training otherwise required by this section, *the Department of Personnel 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 *Department of Personnel or* 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.~~

~~8.]~~ 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.