

PERSONNEL  
Performance Evaluation Review

**POLICY:** Chain-of-command will be followed for performance evaluation reviews.

**PURPOSE:** To provide a fair and systematic approach for resolving differences. To ensure that Supervisory and subordinate staff follow required procedures during the employee evaluation review.

**PROCEDURE:**

- I. The employee's immediate supervisor completes an NPD-15 "Employee Appraisal Development Form" as required by the Nevada Department of Personnel to evaluate the performance of an employee. The preparation of each report of performance must include a discussion between the employee and his/her immediate supervisor per NAC 284.470. The employee signs in the appropriate section and returns the report within 10 working days after the discussion takes place to his/her supervisor.
- II. If the employee disagrees with the report and requests a review; specific points must be identified in the response to the immediate supervisor. The supervisor then has 10 days to respond to the employee. If the two do not come to an agreement, the employee may proceed as stated in the NAC 284.478 "Appeal of contested performance evaluations."
- III. The chain-of-command will be followed through the agency and, if necessary, to the Director, Department of Conservation and Natural Resources. If the employee does not feel resolution has been reached, the next higher level would be the Employee Management Committee. The response time at each level is 10 days, unless stated otherwise in the Rules for State Personnel Administration.

**RULES:**

1. Copies of the evaluation, work performance standards and other pertinent documentation will be provided to the reviewing authority at each level of the review process.
2. All materials will be handled in a confidential manner.
3. The evaluation form and each attachment must be reviewed, signed or initialed by both employee and the supervisor.