

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
306**

EMPLOYEE FORMAL GRIEVANCE PROCEDURE

Supersedes: AR 306 (08/13/10); and AR 306 (Temporary, 07/17/14)
Effective Date: 09/16/14

AUTHORITY

NRS 284.384; NAC 284.658 – 284.697

RESPONSIBILITY

Supervisors are responsible to attempt to resolve employee issues through informal means and in a timely manner.

The Human Resources Division is responsible for informing new employees of this Administrative Regulation.

306.01 GRIEVANCE PROCESS

1. A permanent State employee may file a grievance and may be assisted or represented by any person of their choosing.
2. Grievances filed must adhere to the time frames set forth in NAC 284.678. A grievance must be filed within 20 working days of the event or from the date when the employee first becomes aware of the event.
3. Grievances should be filed utilizing the NEATS system.
 - A. Log on to the NEATS system.
 - B. After you have entered your ID# and password, Go to the Employee tab.
 - C. Click on the double arrow to access the dropdown menu.
 - D. Click on “File a grievance.”
 - E. Enter all relevant information.

F. Attach documentation supporting your grievance.

G. When finished, save your info and submit. Your grievance will now be submitted and saved in Step 1 within the Nevada Employee Action and Timekeeping System (NEATS) system.

4. If the permanent employee chooses to file on paper, the employee is responsible at each escalated Step for providing the NPD-50 along with the employee response on form NPD-51.

A. Paper grievance forms can be accessed through the Stewart shared drive or on the Department of Administration/Division of Human Resource Management's website (www.dhr.nv.gov) under the Forms/Publications tab.

306.02 FILING OF GRIEVANCE

1. When an issue cannot be resolved through informal discussion, a permanent employee may file a grievance to the first step.

2. The employee may initiate the grievance process within an institution by submitting the grievance to his or her immediate supervisor per NAC 284.678.

3. Step 1 is contained in the NEATS system.

A. The Supervisory chain has 10 working days to respond to the grievance prior to the employee filing to Step 2.

B. Step 2 will be filed with the Warden/Appointing Authority who will have 10 working days to respond to the grievance prior to the employee escalating to Step 3. It is recommended that the Warden/Appointing Authority meet to discuss a resolution to the grievance and part of that will be to meet with the employee to resolve the grievance. However, the employee is not entitled to representation during this informal meeting.

C. Step 3 will be filed with the Deputy Director or Director who will have 10 working days to respond to the grievance prior to the employee escalating to Step 4.

4. Resolution Conference. Per NAC 284.6952, if the employee is not satisfied with the decision rendered by the highest administrator of the department pursuant to NAC 284.690 and submits a request for consideration of the grievance by the Committee pursuant to NAC 284.695, the employee or the highest administrator or his or her designee may request a resolution conference to meet informally in the presence of a neutral facilitator to discuss the grievance and possible resolutions.

5. Step 4 is the Employee Management Committee level. After an employee escalates to this step, the committee will make a decision about scheduling this grievance to be heard before the Committee.

306.03 FILING AN EXTENSION OF GRIEVANCE

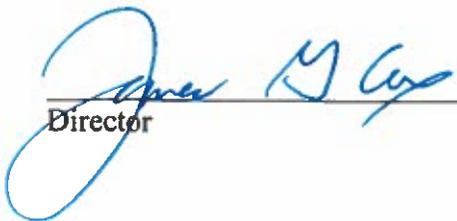
1. If both parties agree, the deadline to provide a response may be extended as follows utilizing the on-line NEATS process:

- A. Log on to the NEATS system.
- B. After you have entered your ID# and password, Go to the Employee tab.
- C. Click on the double arrow to access the dropdown menu.
- D. Click on your grievance.
- E. Check the grievant extension and agency extension boxes.
- F. Click on extend due date and enter any relevant information regarding the extension.
- G. Save.

2. Utilizing the paper method to extend a grievance requires mutual written consent using form TS145 (available through www.dop.nv.gov), enter relevant information.

APPLICABILITY

- 1. This regulation applies to permanent Department employees.
- 2. This regulation does not require an OP.
- 3. This regulation does not require an audit.



Director



Date