

**NEVADA DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE REGULATION  
318**

**EMPLOYEE PERFORMANCE CARDS**

**Supersedes:** AR 318 (Temporary, 05/16/10)  
**Effective Date:** 08/13/10

**AUTHORITY**

NRS 209.131

**RESPONSIBILITY**

Each supervisor is responsible to use Employee Performance Cards to record positive and negative performance.

**318.01 ENTRIES**

1. Employee performance cards should contain employee progress reports during the probationary/trial period at least once every 2 months. The progress reports will be discussed with the employee. **(4-4059)**
2. Any time an entry is made, the supervisor is to note the date and any remarks/actions taken. The supervisor and employee must acknowledge review with a signature or by initialing.
3. Employee progress reports should be completed on permanent employees at least once every ninety (90) days.
4. Once the employee's signature is obtained, the card is to be forwarded through the appropriate chain of command for review.
  - A. Each supervisor will acknowledge review and return the card.
  - B. The supervisor shall maintain performance cards of all staff assigned to their supervision.
5. Performance cards are considered confidential documents and must be kept secure.
6. Entries made on the card shall not contain any whiteouts, blackouts or erasers of any remark. Should an error occur, an additional entry explaining the circumstances and reasons for the correction shall be made and acknowledged by the employee and reviewer.

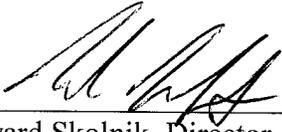
7. Employee Performance Cards should be utilized to complete the Employee Performance Evaluation.

**APPLICABILITY**

1. This regulation does not require an operational procedure.
2. This Administrative Regulation does not require an audit.

**REFERENCES**

ACA 4-4059, and 4-4064



Howard Skolnik, Director

7/20/10  
Date