

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
337**

**STAFF REQUIREMENTS FOR HOME ADDRESS AND PERSONAL
TELEPHONE NUMBER**

Supersedes: AR 337 (Temporary, 05/25/11); 01/05/12; 04/24/17 (Temporary)
Effective Date: 05/16/17

PURPOSE

To ensure compliance with State statutes, policies and procedures regarding state employee personal information.

AUTHORITY: NRS 209.131; NRS 613.075; NAC 284.718, 284.726

RESPONSIBILITY

The Deputy Director of Support Services is responsible for the administration of all policies governing state employee personal information.

The Human Resources Division is responsible for implementation and to ensure compliance with State employee personal information regulations.

Each Department employee is responsible to provide an emergency telephone number to the designated representative where they can be reached promptly in the event of an emergency, and to maintain current information on file with their work location and the Human Resources Division.

337.01 REQUIREMENTS

1. Employees must notify their supervisor or Human Resources of any change to their current address and telephone number, no later than the end of their next scheduled shift.
 - A. The institutions shall maintain a current roster that reflects each employee's address and telephone number.
 - B. Human Resources shall maintain the employee's current address and telephone number in the employee's personnel file.
2. If an employee does not have a personal telephone, the employee must furnish the institution/Division Head and Human Resources with information on how the employee can be contacted.

3. Employees shall update any changes to their state records personal information, i.e., address, telephone number or emergency contact through the employees' NEATS home page under the Personnel Tab.

A. Changes to personal information must be made in all capital letters, using no punctuation and proper postal abbreviations (i.e., ST, RD, etc.)

B. The Human Resources Division shall be required to approve changes in the NEATS system made by employees.

4. Employees without access to a computer will be required to contact the Human Resources Division to update/change their state records personal information.

337.02 CONFIDENTIALITY

1. Information which relates to an employee's personal telephone number and home address is strictly confidential

2. Employee information designated as confidential shall not be provided by any entity other than the Human Resources Division.

A. Any request for employee information shall be referred to the Personnel Services Division.

B. Department staff who inappropriately provide employee information may be subject to disciplinary action, including, but not limited to, termination.

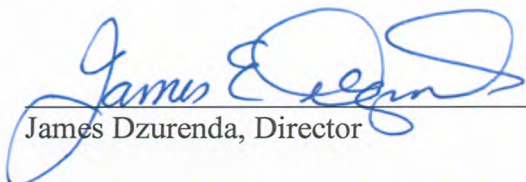
APPLICABILITY

1. This Administrative Regulation requires an operational procedure at the institutions.

2. This Administrative Regulation does not require an audit.

REFERENCES

ACA Standard 4-4070


James Dzurenda, Director

5/25/17
Date