

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
342**

**EMPLOYEE REPRESENTATION
WITNESS COMPENSATION**

Supersedes: AR 342 (08/14/09); and AR 342 (Temporary, 02/18/14)

Effective Date: 03/18/14

AUTHORITY

NRS 289.080; 284.0745; 284.390 – 284.393; 233B121; 50.225; NAC 284.582; 284.589; 284.662, 284.656

RESPONSIBILITY

1. Department employees are responsible for compliance with this regulation.
2. Supervisors or designees are responsible to ensure employee time sheets appropriately reflect attendance and leave.
3. The Department's payroll office is responsible to maintain payroll and leave records.

342.01 EMPLOYEE REPRESENTATION

1. Representation at an Internal Investigation Interview, a Pre/Post Disciplinary Hearing, or an Administrative Appeal Hearing:

A. Employees may request two representatives of their choosing.

B. If the representative is a department employee such assistance cannot cause undue hardship, overtime or otherwise hinder the operations of the department.

C. If the representative is a state or department employee, they may only assist on their own time. Release time can be approved at the discretion of the Supervisor/Warden, and must be requested in a timely manner and charged to appropriate leave.

2. An employee filing a grievance is authorized one representative of their choosing.

A. If the representative is a state employee, they may only assist on their own time. If requested in a timely manner and charged to appropriate leave, the Supervisor/Warden has discretion to

relieve the employee-representative from their post.

342.02 WITNESS COMPENSATION

1. During regularly scheduled work hours, the department may grant Administrative Leave with pay for participation as an appellant, aggrieved employee, or witness at an Administrative Appeal Hearing and the Employee Management Committee.

A. Witnesses subpoenaed by the appellant must present documentation to their supervisor to obtain approval.

B. A request must be made for a period of time that is reasonably necessary for testimony.

C. Overtime will not be authorized for participation outside of regularly scheduled work hours and/or regular days off.

D. To the extent possible, the appointing authority will attempt to adjust the shift of an employee for the required appearance.

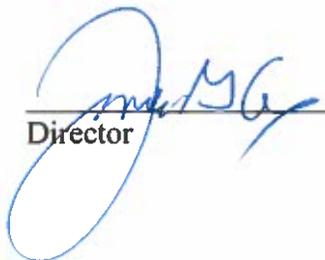
2. An employee requesting to attend an Administrative Appeal Hearing or the Employee Management Committee, in the absence of a subpoena, during normal working hours may only be approved when the absence does not cause undue hardship to the operations of the department.

3. Witness presence at the request of the Attorney General's office may be compensated for participation outside their regular work day and/or regular days off.

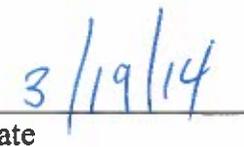
APPLICABILITY

1. This AR does not require an Operational Procedure.

2. This regulation requires an audit.



Director



Date