

**NEVADA DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE REGULATION  
302**

**ADMINISTRATION/EMPLOYEE ORGANIZATION MEETINGS**

**Supersedes:** (Temporary, 07/07/10); 08/13/10; (Temporary, 06/16/17)  
**Effective Date:** 08/30/17

**AUTHORITY:** NRS 209.131

**PURPOSE**

To improve collaborations between employee organizations and the Department and ensure consistency with communicating activities that address operational issues and concerns.

**RESPONSIBILITY**

The Director is responsible for the establishment of NDOC regulations.

The Deputy Director of Support services, or designee, is responsible for identifying approved employee associations by July 1<sup>st</sup>, annually.

The Human Resources Administrator is responsible for identifying an annual meeting with approved employee associations for the purpose of identifying, discussing, and attempting to resolve operational and employee concerns.

Wardens are responsible for establishing quarterly meetings with approved employee associations to identify, discuss, and attempt to resolve operational and employment concerns in an informal manner.

**302.01 MEET AND CONFER PROCEDURES**

1. The Director shall approve all employee associations/groups eligible for meet and confer privileges.
2. The Deputy Director of Support Services or designee shall identify approved employee associations and provide the list to all Deputy Directors, Wardens, and Administrators, not less than annually each year on or before July 1<sup>st</sup>.
3. All Department or institutional/facility meetings shall be conducted in a professional manner.
  - A. No specific personnel matters involving employees will be discussed.
  - B. Meetings shall be recorded.

- C. Institutional/Facility meetings shall be limited to specific matters relating to the institution, not the Department as a whole.
3. Either side (employee associations or NDOC management) shall prepare and submit agenda items not less than five (5) days prior to the established date of the meeting. This submittal will allow for thorough research and subsequent discussion of all agenda items.
    4. The Warden and the Associate Wardens will represent the institution. The Warden/designee will officiate. A minimum of two institutional administrators will attend the meeting.
    5. Approved employee associations'/groups' attendance will be limited to four (4) member representatives of their choosing.
    6. A representative of the NDOC Human Resources office shall be present at the Institution/Facility meetings to represent the Department.
    7. Additional meetings may be scheduled with the Deputy Director and/or Director, as needed.
      - A. Additional meetings will not be recorded, without prior permission.
      - B. Additional participants may be selected to participate on an "as needed" basis.
  8. Cancellation of meetings
    - A. Written notification should be submitted five (5) days prior to the scheduled meeting to request a cancellation and/or rescheduling of the meeting.
      - (1) A reason should be noted in this notification.
      - (2) The notification should offer a tentative new meeting date and time.
      - (3) If no notification is received, the next meeting will automatically be scheduled for the next quarterly meeting date.
    - B. Telephonic notifications for cancellations or rescheduling of meetings may occur under exceptional circumstances. Written notification should be forwarded as soon as practicle after telephone notification.
  9. Both the employee association and institution will designate a "point of contact" to coordinate these meetings.
  10. Institutional administrators will forward a summary of the issues discussed to the Director and the Deputy Directors within five (5) working days after the meeting.

**APPLICABILITY**

1. This regulation does not require an Operational Procedure.
2. This regulation does not require an audit.

  
James Dzurenda, Director

8/30/17  
Date