

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
306**

EMPLOYEE GRIEVANCE PROCEDURE

Supersedes: AR 306 (08/13/10); (Temporary, 07/17/14); 09/16/14; (Temporary, 07/20/17)
Effective Date: 08/30/17

PURPOSE

To ensure effective communication and processes for the Department to timely resolve employee issues through grievance processes.

AUTHORITY

NRS 284.384; NAC 284.658 – 284.697

RESPONSIBILITY

Each respective Deputy Director is responsible for ensuring administration of and compliance with the employee grievance procedure.

All Division Heads, Wardens and/or Supervisors are responsible to attempt to resolve employee issues through informal means and in a timely manner, and to comply with the employee grievance procedure.

The Human Resources Division is responsible for informing new employees of this Administrative Regulation and for providing information to staff on how to submit a formal grievance, if requested.

306.01 GRIEVANCE PROCESS

1. A permanent classified 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 issue leading to the grievance from the date when the employee first learns of the event or issue leading to the grievance.
3. Grievances should be filed utilizing the Nevada Employee Action and Timekeeping System (NEATS) system.
 - A. Log on to the NEATS system.

- B. After you have entered your employee ID number 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 NEATS system.
4. If the permanent classified employee chooses to file on paper using Form NPD-50, the employee is responsible at each escalated Step for providing the NPD-50 along with the employee response on form NPD-51.
- A. NPD -50 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 classified 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 Supervisor 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/Department Head 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/Department Head meet with the employee to discuss a resolution to the grievance. 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 (EMC) level. After an employee escalates to this step, the EMC committee will determine whether to schedule the grievance for a hearing before the Committee.

306.03 FILING AN EXTENSION OF GRIEVANCE

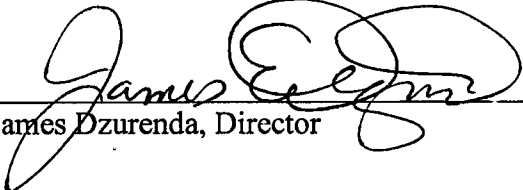
1. If both parties agree, the deadline to provide a response may be extended as follows utilizing the on-line NEATS process:

- 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).

APPLICABILITY

- 1. This regulation applies to permanent classified Department employees.
- 2. This regulation does not require an Operation Procedure (OP).
- 3. This regulation does not require an audit.



James Dzurenda, Director

8/30/17
Date