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| STATE OF NEVADARESPONSE TO REQUEST FOR REVIEW OF REPORT ON PERFORMANCE |
| **Employee Last Name:** |  | **First Name:** |  | **Initial:** |  |
| **Class Title:**  |  | **Employee ID #:**  |  |
| **Dept/Div/Section:**  |  | **Date Review Requested:**  |  |
| **Agency #** (3 digits)**:**  |   | **Home Org #** (4 digits)**:**  |   | **Position Control #:**  |   | **Date Response Due:** |  |
| **NAC 284.097  “Reviewing officer” defined.** (NRS 284.065, 284.335, 284.340) “Reviewing officer” means: 1. The supervisor of the person who prepared a report on performance of an employee; or 2. Such other person designated by the appointing authority, who reviews the report on performance upon the request of the employee pursuant to paragraph (b) of subsection 9 of NAC 284.470. |
| **The following response is provided based on employee’s request for review, and points of disagreement. (Additional pages may be attached if needed).** |
|  |
| **Reviewer’s Title & Signature:**  |  | **Date:** |  |

**Distribution: Attach original to HR-15; Copy to Employee; Copy to Original Rater** HR-15R Established 8/2019

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| **NAC 284.470 9(b): “…**The appointing authority shall review the recommendation of the reviewing officer regarding the contested report on performance and render a final decision to the employee within 10 working days after receiving the recommendation.” |
| **Decision of Appointing Authority.** |
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| **Appointing Authority’s Signature & Title:**  |  | **Date:** |  |
| **Received by/Employee’s Signature:**  |  | **Date:** |  |

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