



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 684-0122

MEMORANDUM
HR#41-19

August 14, 2019

TO: Agency Personnel Liaisons

FROM: Peter Long, Administrator *Peter Long*
Division of Human Resource Management

SUBJECT: NEW WORK PERFORMANCE STANDARDS AND REPORT ON
PERFORMANCE FORMS AND INSTRUCTIONS

In response to previously adopted and approved permanent regulation changes as described in [HR Memo #08-19](#), the Division of Human Resource Management has established new forms and instructions related to [reports on performance](#).

The amendment to NAC 284.468 changes the definition of the term “job elements” which will standardize job elements for all employees and a new [Employee Work Performance Standards \(HR-14\) form](#) and [instructions](#) have been established. The application of these specific job elements to each position will tie to the employee evaluation process and are intended to assist supervisors in preparing the required written statement of the expectations for each employee and reduce the administrative burden associated with the completion of employee reports on performance. Each job element will be rated for every employee and all elements will be weighted equally. However, the standards of those elements will be specific to each position. Because the State of Nevada is viewed as one employer under State and federal employment laws, using these standardized terms will create a better reflection of each employee’s performance. This will be especially useful when an agency is considering hiring an employee from another agency.

To support the change to the definition of “job elements” in NAC 284.468 outlined above, the new [Employee Report on Performance \(HR-15\) form](#) and [instructions](#) have also been established. Again, each job element will be rated for every employee and all elements will be weighted equally.

Any employee hired after August 14, 2019, must have his or her work performance standards provided to them using the new HR-14 form. Agencies have several options in handling the new work performance standards for current employees. One option is to revise all employee work performance standards on the new form now. Another option is to revise all work performance standards gradually based on a timeline determined by the agency, but no later than June 30, 2020. Finally, agencies may continue to use the current work performance standards until it is time for the employee to be evaluated, and revise the work performance standards at that time, but no later than June 30, 2020. If an agency decides to use the third option, the rater should check the box that indicates the work performance standards will be revised for the next rating period. When making a determination on when to revise work performance standards, please keep in mind that there may be two employees in the same position being evaluated with different standards because they have different evaluation dates or one employee was newly hired before the other's rating time. Most important, however, is that employees understand what they are being rated on and that they are not being rated subjectively.

Finally, please be aware that the [Response to Request for Review of Report on Performance \(HR-15R\)](#) has been revised accordingly. This form is to be used when responding to a request for review. Please see the [HR-15 instructions](#) for more information related to this process.

In addition to the above revised forms and instructions, the related mandatory supervisory courses have also been revised.

If you have any questions, please contact Michelle Garton at mgarton@admin.nv.gov or (775) 684-0136 or Denise Woo-Seymour at dseymour@admin.nv.gov or (775) 684-0149.