

STATE OF NEVADA
RESPONSE 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:	
<p>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.</p>				
<p>The following response is provided based on employee’s request for review, and points of disagreement. (Additional pages may be attached if needed).</p>				
Reviewer’s Title & Signature:				Date:

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.

Appointing Authority's Signature & Title:

Date:

Received by/Employee's Signature:

Date: