



CSN Classified Full-Time Employee Performance, Attendance or Safety Issue

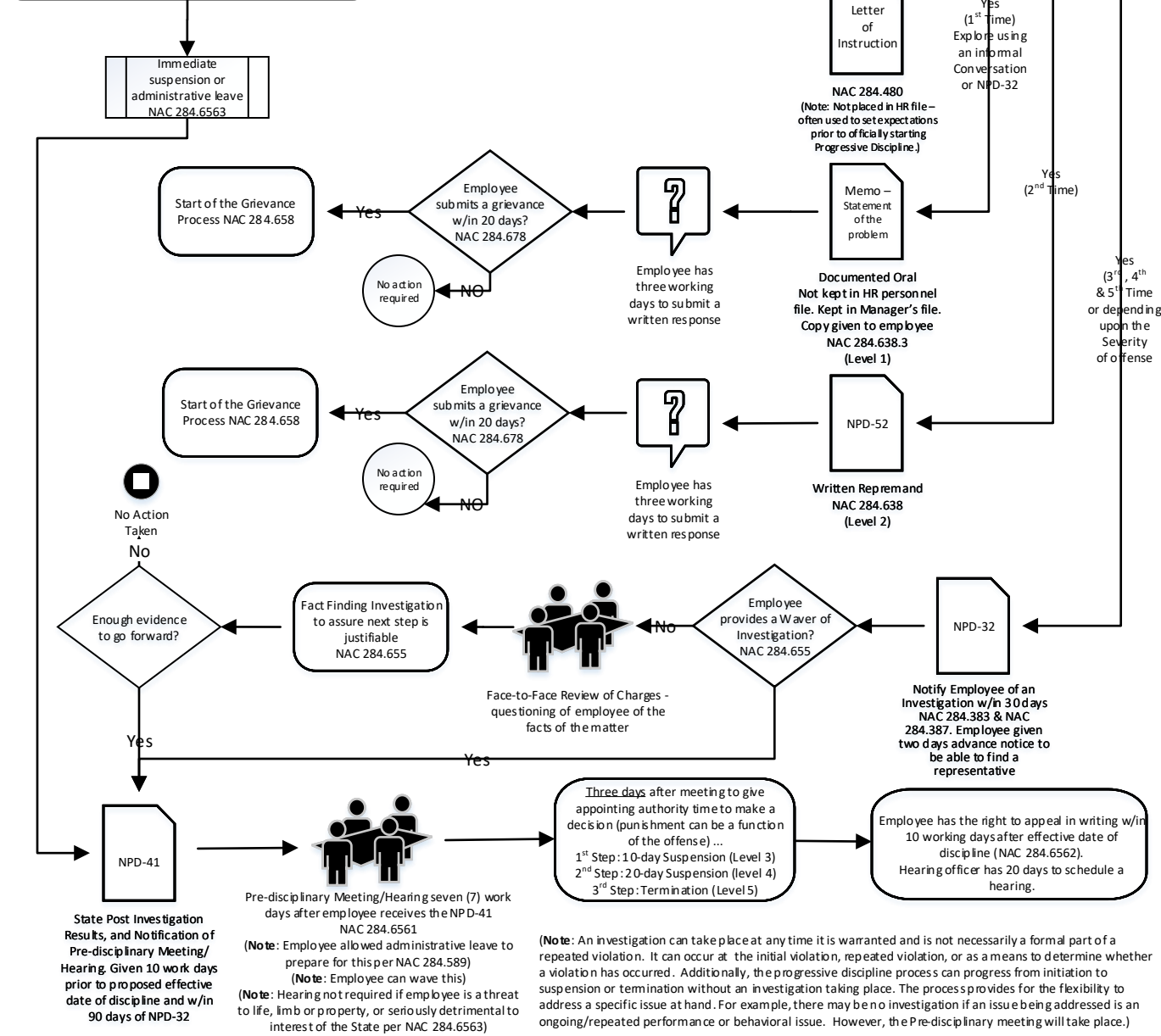
This is a DRAFT Please refer to the NAC and HR (Rev. 6/24/2020)



Documented conversation about expectations - or - Letter of Instruction See instruction in NAC 284.480 (Note: Not placed in HR file. It does not include language about potential consequences. Have HR proof this document.)

Note: While violations under NAC 284.646 and 284.653 allow for immediate administrative leave if a potential threat. Immediate suspension for viewing or distributing pornographic material at work; sexual conduct on premises or state vehicle; absence without approval for 3 consecutive work days; unauthorized release of confidential information; suspension or cancellation of occupational license or driver license (if required) threatening another person with a deadly weapon on premises; stealing state property. These are accompanied by an investigation, unless the conduct is such that an investigation is not warranted - see NAC 284.6563.

Note: This chart presents the Progressive Discipline process in its purest form. While Progressive Discipline is sequential, there are situations (by virtue of severity, prior coaching, timing, or compounding of offenses) that warrant skipping steps and advancing in the process. Skipping steps in the process can only be done with HR's guidance. The punishment meets the crime.



State Post Investigation Results, and Notification of Pre-disciplinary Meeting/Hearing. Given 10 work days prior to proposed effective date of discipline and w/in 90 days of NPD-32

Pre-disciplinary Meeting/Hearing seven (7) work days after employee receives the NPD-41 (Note: Employee allowed administrative leave to prepare for this per NAC 284.589) (Note: Employee can waive this) (Note: Hearing not required if employee is a threat to life, limb or property, or seriously detrimental to interest of the State per NAC 284.6563)

Three days after meeting to give appointing authority time to make a decision (punishment can be a function of the offense)... 1st Step: 10-day Suspension (Level 3) 2nd Step: 20-day Suspension (Level 4) 3rd Step: Termination (Level 5)

Employee has the right to appeal in writing w/in 10 working days after effective date of discipline (NAC 284.6562). Hearing officer has 20 days to schedule a hearing.

(Note: An investigation can take place at any time it is warranted and is not necessarily a formal part of a repeated violation. It can occur at the initial violation, repeated violation, or as a means to determine whether a violation has occurred. Additionally, the progressive discipline process can progress from initiation to suspension or termination without an investigation taking place. The process provides for the flexibility to address a specific issue at hand. For example, there may be no investigation if an issue being addressed is an ongoing/repeated performance or behavioral issue. However, the Pre-disciplinary meeting will take place.)