

State of Nevada HRM: Employee Management Services

Version Date: 1/14/2015

2004038 Appeals and Grievance Files: Record on Judicial Review

Reviewed: 8/11/2004

Description: This record series is used to document the Grievance Files (EMC) or Appeals Files (Disciplinary Actions) where court action has been initiated. The files may consist of copies of: documents found in the EMC Grievance File, documents within the Appeals File (Disciplinary Action), and court documents. The files may also contain related correspondence and similar documents.

Retention: Retain this record series for a period of six (6) calendar years from the date of the final court action, or the date the action was withdrawn, settled or dismissed.

Disposition: Destroy Securely

2004039 Appeals Audio Recordings

Reviewed: 1/14/2015

Description: These are the audio recordings of personnel disciplinary appeals heard before a Hearings Officer.

Retention: Retain these records for a period of one (1) calendar year from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

2004037 Appeals Files (Disciplinary Actions)

Reviewed: 1/14/2015

Description: This record series is used to document the personnel disciplinary actions appealed to a hearings officer involving suspension, demotion, termination, involuntary transfers and/or whistleblower complaints. The core file consists of Formal Appeal of Disciplinary or Involuntary Transfer form (NPD-54) or original letter requesting an appeal, copies of documents from the personnel service jacket, document index, Specificity of Charges form (NPD-41) [note: involuntary transfers and whistleblower complaints will not have this form] and related correspondence with original appeal. The files may also contain: motions, decisions, exhibits, copies of applications (NPD-1), work performance standards, job descriptions, job announcements, Personnel/Payroll Actions forms (NPD-35), "Request for Hearing Under the Provisions of NRS 281.641 (Whistleblower Law)" (NPD-53), resignation forms (NPD-36), Employee Development Report form (NPD-15), Written Reprimands (NPD-52), audio and visual tapes, photos and similar documents.

Retention: Retain this record series for a period of two (2) calendar years from the date of the decision of the hearings officer, or the date the appeal was withdrawn, settled or dismissed.

Disposition: Destroy Securely

2004040 Appeals Files: Hearing Officer Decision Papers

Reviewed: 8/11/2004

Description: This record series documents the decisions made by a Hearings Officer when acting on personnel disciplinary appeals. The file consists of the written decision papers.

Retention: Retain these records for a period of five (5) calendar years from the date of the decision.

Disposition: Permanent: Transfer to State Archives

2005143 Career Development Examinations

Reviewed: 1/11/2006

Description: This record series is used to document examinations given during career development training courses taught by the Department of Personnel. The files may contain, but are not limited to: Exams, score sheets, attendance rosters, etc.; Documentation of appeals; Documentation of re-examinations, and; Related correspondence

Retention: Retain these records for a period of three (3) calendar years from the date of the examination or finalization of any appeal process, whichever is later.

Disposition: Destroy Securely

State of Nevada HRM: Consultation and Accountability

Version Date: 1/14/2015

2009011 Employee Assistance Program Case Files

Reviewed: 6/10/2009

Description: These records are used in the evaluation and treatment of employees using the services of the Employee Assistance Program (See NRS 284.4062, NAC 284.598 and NAC 284.892). These records may include, but are not limited to: Referrals with associated documentation; Appointment records; Agreements; Employee/family personal information; Release of information forms; Assessment records, counseling and consultation records, treatment plans, etc., and; Related correspondence and similar documents

Retention: Retain these records for a period of six (6) calendar years from the completion of Program services.

Disposition: Destroy Securely

2004034 Grievance Files: EMC Decision Papers

Reviewed: 8/11/2004

Description: This record series documents the decisions made by the Employee-Management Committee when acting on personnel grievances. The file consists of the written decision papers.

Retention: Retain these records for a period of ten (10) calendar years from the date of the decision.

Disposition: Permanent: Transfer to State Archives

2004035 Grievance Files: Employee-Management Committee

Reviewed: 9/10/2008

Description: These records document personnel grievances presented to the Employee-Management Committee (EMC) (See NRS 284.073, and NAC 284.690-697). The record may consist of but are not limited to:

- * Formal Grievance (including supportive documentation)
- * EMC hearing documentation (notifications, subpoenas, exhibits, settlement, etc.)
- * Related correspondence
- * Similar documentation

Retention: Retain these records for a period of five (5) calendar years from the date of the decision by the EMC, or the date the case was withdrawn, settled or dismissed.

Disposition: Destroy Securely

2004036 Grievance Files: Log of EMC Decision Papers

Reviewed: 8/11/2004

Description: This record series is used to provide access to the files of decisions made by the Employee-Management Committee. The file consists of a log containing the name of the employee(s), date of grievance, date of hearing before the EMC, date of the decision of the EMC, and similar information.

Retention: Retain these records for a period of ten (10) calendar years from the date of the decision.

Disposition: Permanent: Transfer to State Archives

2008031 Grievances Audio Recordings

Reviewed: 9/10/2008

Description: These are the audio recordings of personnel grievances heard before the Employee-Management Committee (EMC) (See NRS 284.073, and NAC 284.690-697).

Retention: Retain these records for a period of five (5) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy

1987115 Training Course Files

Reviewed: 9/14/1987

Description: This record series is used to verify training courses taught by the Dept. of Personnel. The files may contain, but are not limited to: Class Course Evaluations and statistical Sheets, and; Registration forms, class lists, and TR-17's for attendees

Retention: Retain these records for a period of three (3) calendar years after the date of class.

Disposition: Destroy Securely