



Guidelines for Required Training for Supervisors of Classified Employees

- A. Within 6 months after an agency initially appoints an employee to a supervisory position or managerial position, the employee shall attend a training class concerning the evaluation of the performance of employees.
- B. Within 12 months after an agency appoints an employee to a supervisory position or managerial position, the employee shall attend at least one training class which has been approved by the Department of Personnel in each of the following areas:
 1. Equal employment opportunity
 2. Interviewing and hiring
 3. Alcohol and drug testing
 4. Progressive disciplinary procedures
 5. Handling grievances
- C. Online training classes are available for each area listed above for all NSHE supervisors. NSHE has a signed delegation agreement with the Department of Personnel that allows supervisors to take classes online to satisfy the training requirements above.
- D. Online training classes are located at: <http://campus.extension.org/>. Once at the web site, the individual will click on Organizational Training under Course Categories and then on the Nevada link under Sub-categories. This takes the individual to the list of all classes available. Once an individual clicks on a course, it will ask them to establish an account with eXtension.org. They should follow the instructions and write down the login and password. They will use this each time they use the website. Very important: eXtension.org will email the individual to verify that they want to establish an account. They must follow the instructions on this email and verify the information in order for their account to be established. After establishing their account, they may take any of the courses that are offered on the website. Each class requires an Enrollment Key to identify where the individual is employed within NSHE. **The Enrollment Key for CSN supervisors is CSN.**
- E. After completing a course, the individual should email the completion certificate in PDF format to the Department of Human Resources at HRcustomerservice@csn.edu. A copy of the certificate will then be filed in the individual's personnel file which is maintained in the Office of Human Resources.
- F. Every 3 years, a supervisor or managerial employee shall attend training which is approved by the Department of Personnel. Such training must include without limitation, training classes in each of the topic areas above.
- G. The appointing authority, (applicable Vice President), at their discretion, may accept, in lieu of the training required above, supervisory or managerial training classes which are approved by the Department of Personnel and taken by the employee during the 12 months immediately preceding his/her appointment.
- H. In addition to the training otherwise required by this section, the Department of Personnel or an appointing authority (applicable Vice President), may require a supervisor or managerial employee to retake any part or all of the training required by this section, or to participate in any additional training or other classes deemed necessary by the Department of Personnel or appointing authority (applicable Vice President).