



**NOTE TO PERSONNEL FILE**

The authority to establish job-related behavior and performance standards derives from the Nevada Revised Statutes Chapter 284 and the Nevada Administrative Code, specifically the “Disciplinary Procedures, Adjustment of Grievances, and Prohibitions and Offenses” sections of the State of Nevada Rules for State Personnel Administration. These regulations provide that each appointing authority shall determine and describe in writing activities that are inconsistent, incompatible, or in conflict with the duties and responsibilities of employees.

The NSHE document Prohibitions and Penalties: A Guide for Classified Staff is intended as a guide to clarify existing rules and regulations. This guide does not cover all infractions and violations that could conceivably occur. It does, however, cover the majority of situations that are a source of concern to supervisors and NSHE. Additions, deletions, or changes to the Guide will be communicated to employees and supervisors. This guide was approved on December 9, 2011, by the State Personnel Commission; as such, it has the same force and effect as other rules and regulations covering classified employees.

**Once signed, this acknowledgement will be placed in the employee’s personnel file in the Human Resources Department.**

**Acknowledgement of Receipt**

I \_\_\_\_\_ acknowledge receipt of the NSHE document entitled Prohibitions and Penalties: A Guide for Classified Staff. This guide was approved by the State Personnel Commission. It has the same force and effect as other rules and regulations covering classified employees.

Employee Signature: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

**Acknowledgement of Employee Receipt of Guide and Refusal to Sign**

I acknowledge that the employee listed above received a copy of the NSHE document entitled Prohibitions and Penalties: A Guide for Classified Staff on this date and that the employee refuses to acknowledge receipt.

Witness Signature: \_\_\_\_\_

Title of Witness: \_\_\_\_\_

Date: \_\_\_\_\_