

COLLEGE OF SOUTHERN NEVADA

Training Required for Supervisors of Classified Employees

All supervisors of classified employees are required to attend training to familiarize themselves with the unique terms and conditions associated with state employment.

These requirements are outlined in section 284.498 of the Nevada Administrative Code (NAC). A summary is listed below:

- Within 6 months after the appointment of an employee to a supervisory position or managerial position, the employee shall attend a training class concerning the evaluation of the performance of employees.
- Within 12 months after an appointment of an employee to a supervisory position or managerial position, the employee shall attend at least one training class in each of the following areas.
 1. Evaluating Employee Performance;
 2. Interviewing and Hiring Process;
 3. Alcohol and Drug Testing Program;
 4. Progressive Disciplinary Procedures; and
 5. Handling of Grievances.
- Within 3 years after an employee is appointed to a supervisory position or managerial position, the employee shall attend additional supervisory or managerial training which, when added to the amount of training received pursuant to the above requirements, equals at least 40 hours of training.
- For every 3-year period after the initial 3-year period, a supervisor or managerial employee shall attend at least 40 hours of training to enhance his/her supervisory or managerial skills. Such training must include at least two of the training classes described above. An employee who receives credit for a training class described above in a 3-year period will not receive credit for taking that same training class in the next two following 3-year periods.
- The appointing authority, at his/her discretion, may accept, in lieu of the training required above, supervisory or managerial training taken by the employee during the 36 months immediately preceding his/her appointment.

To meet the training requirements of this section, the employee may take training from:
(a) The Nevada Department of Personnel

Please provide a copy of your transcript for your completed class or classes to Human Resources.

Please contact Human Resources, 651-5800 or e-mail HRcustomerservice@csn.edu if you have any questions about the required training.

How to Register for State of Nevada Department of Personnel Training Classes

Please follow the steps listed below to utilize the system.

1. Open your browser and access the NEATS site: <http://training.state.nv.us/NEATS>
2. Click on "Register with the System"
3. Enter your information in the fields listed (Although not all of the fields are required fields, please try to provide information for all fields as it helps to process your request faster.)
4. Note: The User ID can be up to 8 alpha or numeric characters of your choosing; the password can be any 8 to 16 characters of your choice but must include 1 upper case letter, 1 numeral, and 1 meta character (examples of a meta are: @, #, \$)
5. Click on "Process Request"
6. You will be contacted via e-mail when your request has been processed by State Training.

After you receive e-mail verification that you are registered with the NEATS System, you will be able to enroll in The "Alcohol and Drug Testing Program" session, as well as other classes, by following these directions:

1. Access the NEATS site: <http://training.state.nv.us/NEATS>
2. Enter your User ID and Password
3. Click on "Login"
4. Click on the "Training" tab
5. Click on the double arrow to the left of the screen
6. At the "Training Task Bar", click on "Browse Courses"
7. Find the title of the course you want; scroll to the right and click on "List Classes"
8. Click on the session/date of the course you want
9. At the bottom of this screen, click on "Enroll"
10. You will see the class listed in your "Scheduled Classes"
11. Logoff