Nevada Governor’s Council on Developmental Disabilities

Policy # TBD

Adopted:

**STAFF DUTIES, HIRING, AND SUPERVISION POLICY**

All Council authority delegated to staff is delegated through the Executive Director so that all authority and accountability of staff – as far as the Council is concerned – is considered to be the authority and accountability of the Executive Director. The Council Executive Director will hire, supervise, and annually evaluate all Council staff. All Council staff shall report directly to the Executive Director and communication to any Council Members regarding Council business shall flow through the Executive Director.

Instructions, Job Descriptions, and Staff Duties are determined by the Executive Director in accordance with the needed outcomes, goals, and objectives of the 5-year state plan and in accordance with state and federal laws.

In the case of Council members or committee members requesting information or assistance from Council staff, it is at the sole discretion of the Executive Director to approve or deny such requests that require – in the Executive Director’s judgement – a material amount of staff time or funds or are disruptive.

The Council Executive Director may consult with the Designated State Agency Human Resources representative when necessary.

In the event of a vacancy in the Executive Director position, an Interim Executive Director will be appointed, and they shall resume all roles and responsibilities list in this policy.