

Steve Sisolak
Governor



Laura E. Freed
Director

Colleen Murphy
Deputy Director

Peter Long
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 684-0122

MEMORANDUM
HR#11-20

March 5, 2020

TO: Department Directors
Division Administrators
Agency Personnel Liaisons

FROM: Peter Long, Administrator *Peter Long*
Division of Human Resource Management

SUBJECT: TAKE OUR DAUGHTERS AND SONS TO WORK DAY

National Take Our Daughters And Sons To Work Day is April 23, 2020. As in recent years, the Division of Human Resource Management will not be sending out or coordinating events related to this event. The Governor's Office supports this event but is allowing each Director to handle any participation as they see fit within their own agency.

If you decide to allow staff to participate in this event, please be aware that in the past school districts have expressed concerns about this event interfering with standardized testing which may be occurring during this time. If you have employees wishing to participate in this event, please encourage them to check with their child's school to ensure they are aware of the school testing schedules.

The second page of this memo provides guidelines you may want to share with your employees, as well as a website that provides additional information regarding activities, should you determine to allow them.

If you have any questions, please contact Michelle Garton at mgarton@admin.nv.gov or (775) 684-0136.

Take Our Daughters And Sons To Work®

Take Our Daughters And Sons To Work® day is a national event held annually on the fourth Thursday in April. For over 20 years workplaces have joined in the day to demonstrate to children what a parent or mentor in their lives does during the workday, show children the value of their education, and introduce them to careers and opportunities available to them in the workplace.

In order for this to be a successful day, the following guidelines are recommended:

- The employee participating in the event will be responsible for planning and coordinating the child's activities on that day. The Take Our Daughters And Sons To Work Foundation has many resources on their website to provide a meaningful experience including Parent's and Mentor's Toolkits and suggested themes and activities. These can be located on their website at: <http://daughtersandsonstowork.org/>
- The recommended age for participation is 8-18 years old. The employee is responsible for making prior arrangements with the child's school. It is recommended that students are not removed from school during days when standardized school testing is scheduled to occur.
- At all times, the child's safety is the foremost concern. The child should be in the company of the employee at all times.
- The length of time for a child to be in the workplace depends significantly on the child's interests, age, and attention span. Employees should take this into consideration when planning their child's day.
- Due to confidentiality, not all work activities are appropriate for children to participate in.