

Grievance Number 7048	Grievant RITZ,ANTHONY	Status Step 4 Pending
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### Grievant Information

Name RITZ,ANTHONY	Send Documents to External Rep No
Agency 440	Work Phone [REDACTED]
Organization 3762	Home Phone [REDACTED]
Location IS0010	Email [REDACTED]
Title CORRECTIONAL CASE WORK SPEC 2	

### Mailing Address

Mailing Address [REDACTED] [REDACTED] United States
Contact Number [REDACTED]

### Grievance Details

Event Date 01/03/2020	Location HDSP
Event Time 6:09 PM	Date Aware of Event
Grievant Submission Waiver No	Agency Submission Waiver No

### Personnel Conflict

Detailed Description <p>On 12/30/2019 I responded to an email from Sharla Bennett in regards to Amy Calderwood as I am a representative in an ongoing grievance she has submitted as well as the father of our unborn child. Mrs. Leathers was also on this email. She responded to the email and stated "Thank you for this information; however due to HIPPA, this should not have been disseminated to this group. Additionally, it is unclear your role in this discussion. For clarification, please confirm your involvement. Thank you in advance." On 12/31/2019 I responded stating "Mrs Leathers, The information provided to you was necessary as it affects Ms. Calderwood. She advised me to send the email as she was not at work. I had full permission to do as I did and to respond to all as everyone in the group is fully aware of her medical restrictions that were already in place. So how is giving additional information in regards to her medical restrictions any sort of an issue with HIPAA (Health Insurance Portability and Accountability Act)? As for my role in this discussion, I made it clear in the prior email that this was our unborn child. I am the father as well as a representative in the ongoing issue with Ms. Calderwood." Approximately 15 minutes later, Mrs. Leathers responded via email to both Ms. Calderwood and I and stated "Good morning Ms. Calderwood and Mr. Ritz, "Based on a review of your personnel files, there is no Disclosure of Employee Relationship Form on file for your relationship. Please complete the attached form and submit through your appropriate chain of command for submission to HR. Please let me know if you have any questions or concerns." I responded a few minutes later stating "I have a few questions. You are requiring us to sign the Disclosure of Employee Relationship form. But based on the email you requested the Help Desk to send, it says that we are to notify our supervisors of a relationship and to submit a recommendation for action to be taken to ensure that the employees do not continue to hold positions in which one of the employees is in the line of supervision of the other employee. We do not even work at the same facility. We are at two different institutions. Furthermore, it states that the prohibition applies to the following relationships: Spouse, Grandparent/Grandchild, Child or spouse of child, Cousin, Parent, Aunt/Uncle, Sibling, and Niece/Nephew. We are none of these. We are not married. So based on the fact that we do not work at the same facility and we are not married, why would we need to sign said document???" (It should be noted that the same day I was ordered to sign the disclosure of employee relationship form, it was sent out via the helpdesk departmental wide and all staff were advised to complete the form regardless of any relationship at other facilities. This information can be confirmed with supervisory staff at FMWCC.) Mrs. Leathers promptly responds via email stating "Mr. Ritz, Regardless of your interpretation, there is a relationship, thus you are required to complete the form." Following New Year's Day and returning to work on 01/02/2020 I responded to her email stating "This is not an interpretation. Your own document and help desk email you requested to be sent out states:</p> <p>Pursuant to NRS 284.377, employees who become related after they have been appointed to their positions shall, within ten working days, of becoming related:</p> <p>a: Notify the appointing authority of the relationship and</p>
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b: Submit to the appointing authority a recommendation for action to be taken to ensure that the employees do not continue to hold positions in which one of the employees is in the line of supervision of the other employee. I do not hold any position over Ms. Calderwood.

NRS 281.210 prohibits the appointment of closely related individuals to positions in which one employee is in the line of supervision over another employee. This regulation also applies to current employees who are appointed to different positions through promotion, transfer, voluntary demotion or any other type of appointment. In addition this applies to employees who become related to each other, such as through marriage.

We work at two different facilities, two different line of supervision and we are not married. I do not deny we have a relationship, but your document is specific to employees who are supervisors, neither of us is a supervisor. You also asked me to refer to AR 346 titled Nepotism and specifically 346.01. An appointing authority shall not authorize the appointment of a person to a position, if upon appointment, the person will be the immediate supervisor or will be in the direct line of authority. Again, not a supervisor, not in the direct line of authority. Your document does not apply to either myself or Ms. Calderwood.

Furthermore, there is no NRS 284.377. Your DOC 1109 form is not correct as it should be NAC 284.377

NAC 284.377; Persons who become related after appointment: Appointing authority required to take corrective action; notification of appointing authority required. (NRS 284.065, 284.155)

1. Except for relationships allowed pursuant to NRS 281.210 and NAC 284.375, if a supervisor and an employee who is in the direct line of authority of the supervisor become related or involved in a dating relationship after the supervisor and employee have been appointed to their respective positions, the appointing authority shall ensure that, as soon as practicable, the employees do not continue to hold positions in which one of the employees is in the direct line of authority of the other employee.

2. A supervisor who becomes related to, or involved in a dating relationship with, an employee in the direct line of authority of the supervisor shall notify the appointing authority within 10 working days after the supervisor and employee become related or involved in the dating relationship.

3. Upon receiving notification of a relationship from a supervisor pursuant to subsection 2, the appointing authority shall request from each of the employees involved a recommendation for action to be taken to ensure that the employees do not continue to hold positions in which one of the employees is in the direct line of authority of the other employee.

4. In determining the manner in which to comply with the provisions of subsection 1, the appointing authority is not required to accept a recommendation for action to be taken submitted pursuant to this section.

(Added to NAC by Dep't of Personnel, 8-16-96, eff. 10-1-96; A by R058-01, 9-6-2001)

Again, none of this applies to either of us as we are not supervisors or in each other's chain of command. My concern is that you are attacking both Ms. Calderwood and I because I am a representative of Ms. Calderwood. I would like to make the recommendation that the form be corrected with the correct law for future reference.

The following day 01/03/2020 Mrs. Leathers responded via email "Good evening Mr. Ritz, Please complete the form as requested. If you have any additional questions, please refer to AR 346. This will be the final request." It should be noted that this email was sent at 6:09 p.m after work hours and categorized as high priority and urgent. Why?

AR 346 titled Nepotism/Fraternization does not apply to me as it states the following: AR 346.01 Appointing Related Persons

1. An appointing authority shall not authorize the appointment of a person to a position, if upon the appointment, the person will be the immediate supervisor, or will be in the direct line of authority of:

- A. A spouse, child, parent or sibling of the person, including stepparents, step children, etc.
- B. The spouse of a child, parent or sibling of the person.
- C. An Aunt, uncle, niece, nephew, grandparent, grandchild or first cousin of the person.
- D. A person with whom there is a dating relationship.

Neither Ms. Calderwood nor I are supervisors or work at the same facilities.

This final email can only be construed as a threat to my employment with the Nevada Department of corrections, abuse of authority under improper governmental action as listed under NRS 281.611 as she is ordering me to comply with a law that does not apply to my circumstance. Improper governmental action is defined in NRS 281.611 as:

"any action taken by a state officer or employee or local governmental officer or employee in the performance of the officer's or employee's official duties, whether or not the action is within the scope of employment of the officer or employee, which is:

- (a) In violation of any state law or regulation;
- (b) If the officer or employee is a local governmental officer or employee, in violation of

an ordinance of the local government;

(c) An abuse of authority;

(d) Of substantial and specific danger to the public health or safety; or

(e) A gross waste of public money."

Mrs. Leathers actions are not only construed as a threat to my employment, it is also retaliation for representing Ms. Calderwood in her ongoing grievance against the Nevada Department of Corrections.

NRS or NAC Sections

NRS 284.377, employees who become related after they have been appointed to their positions shall, within ten working days, of becoming related:

a: Notify the appointing authority of the relationship and

b: Submit to the appointing authority a recommendation for action to be taken to ensure that the employees do not continue to hold positions in which one of the employees is in the line of supervision of the other employee.

NRS 281.210 prohibits the appointment of closely related individuals to positions in which one employee is in the line of supervision over another employee. This regulation also applies to current employees who are appointed to different positions through promotion, transfer, voluntary demotion or any other type of appointment. In addition this applies to employees who become related to each other, such as through marriage.

NAC 284.377; Persons who become related after appointment: Appointing authority required to take corrective action; notification of appointing authority required. (NRS 284.065, 284.155)

1. Except for relationships allowed pursuant to NRS 281.210 and NAC 284.375, if a supervisor and an employee who is in the direct line of authority of the supervisor become related or involved in a dating relationship after the supervisor and employee have been appointed to their respective positions, the appointing authority shall ensure that, as soon as practicable, the employees do not continue to hold positions in which one of the employees is in the direct line of authority of the other employee.

2. A supervisor who becomes related to, or involved in a dating relationship with, an employee in the direct line of authority of the supervisor shall notify the appointing authority within 10 working days after the supervisor and employee become related or involved in the dating relationship.

3. Upon receiving notification of a relationship from a supervisor pursuant to subsection 2, the appointing authority shall request from each of the employees involved a recommendation for action to be taken to ensure that the employees do not continue to hold positions in which one of the employees is in the direct line of authority of the other employee.

4. In determining the manner in which to comply with the provisions of subsection 1, the appointing authority is not required to accept a recommendation for action to be taken submitted pursuant to this section.

(Added to NAC by Dep't of Personnel, 8-16-96, eff. 10-1-96; A by R058-01, 9-6-2001)

NRS 281.611 as:

"any action taken by a state officer or employee or local governmental officer or employee in the performance of the officer's or employee's official duties, whether or not the action is within the scope of employment of the officer or employee, which is:

(a) In violation of any state law or regulation;

(b) If the officer or employee is a local governmental officer or employee, in violation of an ordinance of the local government;

(c) An abuse of authority;

(d) Of substantial and specific danger to the public health or safety; or

(e) A gross waste of public money."

AR 346.01 Appointing Related Persons

2. An appointing authority shall not authorize the appointment of a person to a position, if upon the appointment, the person will be the immediate supervisor, or will be in the direct line of authority of:

E. A spouse, child, parent or sibling of the person, including stepparents, step children, etc.

F. The spouse of a child, parent or sibling of the person.

G. An Aunt, uncle, niece, nephew, grandparent, grandchild or first cousin of the person.

H. A person with whom there is a dating relationship.

Proposed Resolution

As previously stated in a prior email to Christina Leathers, I would like to make the recommendation that the form be corrected with the correct law for future reference. I also would like the harassment and threats to cease and desist immediately. I would also like an email retraction departmental wide of the DOC 1109 Disclosure of Employee Relationship until said document is corrected with the proper NAC. Furthermore, an audit should occur of all employees files that submitted a DOC 1109 post email submitted via HelpDesk on 01/13/2020. This audit would ensure that this type of harassment no longer continues.

Details Attachment

exhibit 1.pdf
exhibit 2.pdf
exhibit 3.pdf
DOC 1109 Disclosure of Employee Relationship Form (1-17) exhibit 4.doc

**Step 1 Details**

Submitted to <b>MURDOCK, R</b>	
Submission Due Date <b>02/03/2020</b>	Submit Date <b>01/23/2020</b>
Response Due Date <b>02/06/2020</b>	Response Date <b>02/03/2020</b>
Action Due Date <b>02/18/2020</b>	Action Date <b>02/04/2020</b>
Grievant extension <b>No</b>	Agency extension <b>No</b>

**Response**

I have reviewed your grievance and the policies you have attached. In your grievance you state that on 12/31/2019 Chief Christina Leathers requested that you provide a completed Disclosure of Employee Relationship Form, disclosing your relationship with Ms. Amy Calderwood. You declined to submit the form based on your review of AR 346, NAC 284.377 and NRS 281.210. You state that you don't believe you are required to complete this form because you nor Ms. Calderwood are in a supervisor position and you further state that you are currently working at separate institutions.

You state that you felt that Chief Leathers' final email was interpreted as a threat to your employment and perceived it as harassment. Your resolution states you would like to see DOC 1109 corrected as it states NRS 284.377 when it should reflect NAC 284.377, harassments and threats to cease and desist immediately, for an email retraction requiring the completion of the DOC 1109 until it is corrected and an audit of employees files that submitted a DOC 1109 post email submitted via Help Desk on 01/13/2020.

I have reviewed the policies listed and discussed your concern with Chief Leathers. After review of AR 346 I believed this to address relationships between supervisors and employees based on 346.01 (1) which states, an appointing authority shall not authorize the appointment of a person to a position, if upon appointment, the person will be the immediate supervisor, or will be in the direct line of authority. I have advised Chief Leathers that at this time I will not require you to complete DOC 1109. Chief Leathers has advised me that she will review and discuss with Director Daniels any possible revisions to the polices or attached forms. However, no email retractions will be made until the review is completed.

**Grievance Denied**NRS or NAC Sections

**NAC 284.375**  
**NAC 284.377**  
**NRS 281.210**

Grievant Action**Escalate to Next Step**Grievant Comments

In your response you have confirmed that all previous information provided in my grievance is correct and that you will not require me to complete the DOC 1109. Then why was the grievance denied? Although I am not being required to complete the form, it states "at this time I will not require you to complete the DOC 1109." This means that in the future it could still be a requirement which still violates AR 346, NAC 284.377 and NRS 281.210 which continues to show the abuse of Authority by Chief Leathers holding her position of authority over me which is a direct threat to my employment or at minimum possible disciplinary action. The grievance response only reiterated what I stated as fact and did not resolve the issue. It is for this reason; I wish to have the grievance escalated to the next level with the same resolutions as listed previously.

**Step 1 Response Attachments**

No Attachments

**Step 1 Grievant Attachments**

No Attachments

**Step 1 Event Log**

Date/Time	User	Event Type	Description
02/04/2020	aritz	Grievance Escalated by Grievant	Step 1 Grievant Response Submitted
02/03/2020	rhubbar3	Grievance Response Submitted	Step 1 Response Submitted
01/24/2020	ncordov1	Recipient Reassignment	Reassigned from user: jscally to user: rhubar3
01/24/2020	ncordov1	Recipient Reassignment	Reassigned from user: rhubar3 to user: jscally
01/23/2020	afetch1	Recipient Reassignment	Reassigned from user: bwilia3 to user: rhubar3
01/23/2020	aritz	Grievance Submitted	Submitted at Step 1

Step 2 Details	
Submitted to <b>WILLIAMS, BRIAN</b>	
Submission Due Date <b>02/19/2020</b>	Submit Date <b>02/04/2020</b>
Response Due Date <b>02/19/2020</b>	Response Date
Action Due Date	Action Date <b>02/20/2020</b>
Grievant extension <b>No</b>	Agency extension <b>No</b>
Response	
NRS or NAC Sections	
Grievant Action <b>Escalate to Next Step</b>	
Grievant Comments Grievance was not answered nor was an extension requested by the NDOC. I would like to escalate my grievance.	

Step 2 Response Attachments
No Attachments

Step 2 Grievant Attachments
No Attachments

Step 2 Event Log			
Date/Time	User	Event Type	Description
02/20/2020	aritz	Grievance Escalated by Grievant	Step 2 Grievant Response Submitted
02/04/2020	aritz	Grievance Submitted	Submitted at Step 2

Step 3 Details	
Submitted to <b>DANIELS, CHARLES</b>	
Submission Due Date <b>03/05/2020</b>	Submit Date <b>02/20/2020</b>
Response Due Date <b>03/05/2020</b>	Response Date
Action Due Date	Action Date <b>03/09/2020</b>
Grievant extension <b>No</b>	Agency extension <b>No</b>
Response	
NRS or NAC Sections	
Grievant Action <b>Escalate to Next Step</b>	
Grievant Comments	

Step 3 Response Attachments

No Attachments

Step 3 Grievant Attachments

No Attachments

Step 3 Event Log

Date/Time	User	Event Type	Description
03/09/2020	aritz	Grievance Escalated by Grievant	Step 3 Grievant Response Submitted
02/20/2020	aritz	Grievance Submitted	Submitted at Step 3

Step 4 Details

Submitted to <b>COORDINATOR, EMC</b>	
Submission Due Date <b>03/23/2020</b>	Submit Date <b>03/09/2020</b>
Response Due Date <b>05/11/2020</b>	Response Date
Action Due Date	Action Date
Decision Hearing Schedule Due Date <b>05/11/2020</b>	Hearing Date
Hearing Decision Due Date	In Abeyance <b>No</b>
In Conference <b>No</b>	Decision <b>N/A</b>
Description/Comments	
Grievant Action <b>N/A</b>	
Grievant Comments	

Step 4 Attachments

No Attachments

Step 4 Event Log

Date/Time	User	Event Type	Description
04/01/2020	bflore2	Miscellaneous	Letter to Agendize Grievance #7048 Ritz
03/09/2020	aritz	Grievance Submitted	Submitted at Step 4

**Anthony Ritz - Disclosure of Employee Relationship Form**

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**From:** Christina Leathers  
**To:** Amy Calderwood; Anthony Ritz  
**Date:** 12/31/2019 8:39 AM  
**Subject:** Disclosure of Employee Relationship Form  
**Cc:** Brian Williams; Jennifer Nash; Monique Hubbard-Pickett; Jerry Howell;...  
**Attachments:** DOC 1109 Disclosure of Employee Relationship Form (1-17).doc

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Good morning Ms. Calderwood and Mr. Ritz,

Based on a review of your personnel files, there is no **Disclosure of Employee Relationship Form** on file for your relationship.

Please complete the attached form and submit through your appropriate chain of command for submission to HR.

Please let me know if you have any questions or concerns.

Thank you

**Christina Leathers**

**Chief of Human Resources**

State of Nevada | Department of Corrections | Human Resources Division

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*Putting the "Human" back in Human Resources*

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**Anthony Ritz - Re: Disclosure of Employee Relationship Form**

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**From:** Christina Leathers  
**To:** Anthony Ritz; Amy Calderwood  
**Date:** 12/31/2019 9:43 AM  
**Subject:** Re: Disclosure of Employee Relationship Form  
**Cc:** Brian Williams; Jennifer Nash; Monique Hubbard-Pickett; Robert Ashcra...

---

Mr. Ritz,

Regardless of your interpretation, there is a relationship, thus you are required to complete the form.

Thank you

**Christina Leathers**

**Chief of Human Resources**

State of Nevada | Department of Corrections | Human Resources Division

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**From:** Anthony Ritz  
**To:** Christina Leathers; Amy Calderwood  
**CC:** Brian Williams; Jennifer Nash; Monique Hubbard-Pickett; Frank Dreesen; Jerry Howell; Robert Ashcraft  
**Date:** 12/31/2019 9:31 AM  
**Subject:** Re: Disclosure of Employee Relationship Form

I have a few questions. You are requiring us to sign the Disclosure of Employee relationship form. But based on the email you requested the Help Desk to send, it says that we are to notify our supervisors of a relationship and to submit a recommendation for action to be taken to ensure that the employees do not continue to hold positions in which one of the employees is in the line of supervision of the other employee. We do not even work at the same facility. We are at two different institutions. Furthermore, it states that the prohibition applies to the following relationships:

- Spouse
- Grandparent/Grandchild
- Child or spouse of child
- Cousin
- Parent
- Aunt/Uncle
- Sibling
- Niece/Nephew

We are none of these. We are not married. So based on the fact that we do not work at the same facility and we are not married, why would we need to sign said document???

Anthony Ritz  
Correctional Casework Specialist II  
Release Coordinator  
High Desert State Prison  
[REDACTED]  
[REDACTED]

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**To:** Amy Calderwood; Anthony Ritz  
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**Subject:** Disclosure of Employee Relationship Form

Good morning Ms. Calderwood and Mr. Ritz,

Based on a review of your personnel files, there is no **Disclosure of Employee Relationship Form** on file for your relationship.

Please complete the attached form and submit through your appropriate chain of command for submission to HR.

Please let me know if you have any questions or concerns.

Thank you

**Christina Leathers**  
Chief of Human Resources  
[REDACTED]  
[REDACTED]

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**Anthony Ritz - Re: Disclosure of Employee Relationship Form**

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**From:** Christina Leathers  
**To:** Anthony Ritz; Amy Calderwood  
**Date:** 1/3/2020 6:09 PM  
**Subject:** Re: Disclosure of Employee Relationship Form  
**Cc:** Brian Williams; Jennifer Nash; Monique Hubbard-Pickett; Robert Ashcra...

---

Good evening Mr. Ritz,

Please complete the form as requested. If you have any additional questions, please refer to AR 346.

This will be the final request.

Thank you

**Christina Leathers****Chief of Human Resources**

State of Nevada | Department of Corrections | Human Resources Division

*Putting the "Human" back in Human Resources*

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**From:** Anthony Ritz  
**To:** Christina Leathers; Amy Calderwood  
**CC:** Brian Williams; Jennifer Nash; Monique Hubbard-Pickett; Robert Ashcraft; Frank Dreesen; Jerry Howell  
**Date:** 1/2/2020 7:54 AM  
**Subject:** Re: Disclosure of Employee Relationship Form

This is not an interpretation. Your own document and help desk email you requested to be sent out states:

Pursuant to NRS 284.377, employees who become related after they have been appointed to their positions shall, within ten working days, of becoming related:

- a: Notify the appointing authority of the relationship and
- b: Submit to the appointing authority a recommendation for action to be taken to ensure that the employees do not continue to hold positions in which one of the employees is in the line of supervision of the other employee. I do not hold any position over Ms. Calderwood.

NRS 281.210 prohibits the appointment of closely related individuals to positions in which one employee **is in the line of supervision over another employee**. This regulation also applies to current employees who are appointed to different positions through promotion, transfer, voluntary demotion or any other type of appointment. **In addition this applies to employees who become related to each other, such as through marriage.**

We work at two different facilities, two different line of supervision and we are not married. I do not deny we have a relationship, but your document is specific to employees who are supervisors, neither of us is a supervisor. You also asked me to refer to AR 346 titled Nepotism and specifically 346.01. An appointing authority shall not authorize the appointment of a person to a position, if upon appointment, the person will be the immediate supervisor or will be in the direct line of authority. Again, not a supervisor, not in the direct line of authority. Your document does not apply to either myself or Ms. Calderwood.

Furthermore, there is no NRS 284.377. Your DOC 1109 form is not correct as it should be **NAC 284.377**

**NAC 284.377 Persons who become related after appointment: Appointing authority required to take corrective action; notification of appointing authority required. ([NRS 284.065](#), [284.155](#))**

1. Except for relationships allowed pursuant to [NRS 281.210](#) and [NAC 284.375](#), **if a supervisor and an employee who is in the direct line of authority of the supervisor become related or involved in a dating relationship** after the supervisor and employee have been appointed to their respective positions, the appointing authority shall ensure that, as soon as practicable, the employees do not continue to hold positions in which one of the employees is in the direct line of authority of the other employee.

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3. Upon receiving **notification of a relationship from a supervisor** pursuant to subsection 2, the appointing authority shall request from each of the employees involved a recommendation for action to be taken to ensure that the employees do not continue to hold positions in which one of the employees is in the **direct line of authority of the other employee**.

4. In determining the manner in which to comply with the provisions of subsection 1, the appointing authority is not required to accept a recommendation for action to be taken submitted pursuant to this section.

(Added to NAC by Dep't of Personnel, 8-16-96, eff. 10-1-96; A by R058-01, 9-6-2001)

Again, none of this applies to either of us as we are not supervisors or in each others chain of command. My concern is that you are attacking both Ms. Calderwood and I because I am a representative of Ms. Calderwood. I would like to make the recommendation that the form be corrected with the correct law for future reference.

Anthony Ritz  
 Correctional Casework Specialist II  
 Release Coordinator  
 High Desert State Prison  
 [REDACTED]  
 [REDACTED]

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**To:** Anthony Ritz; Amy Calderwood  
**CC:** Brian Williams; Jennifer Nash; Monique Hubbard-Pickett; Robert Ashcraft; Frank Dreesen; Jerry Howell  
**Date:** 12/31/2019 9:43 AM  
**Subject:** Re: Disclosure of Employee Relationship Form

Mr. Ritz,

Regardless of your interpretation, there is a relationship, thus you are required to complete the form.

Thank you

**Christina Leathers**

Chief of Human Resources

State of Nevada | Department of Corrections | Human Resources Division  
 [REDACTED]

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**Subject:** Re: Disclosure of Employee Relationship Form

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Spouse  
 Grandparent/Grandchild  
 Child or spouse of child  
 Cousin  
 Parent  
 Aunt/Uncle  
 Sibling  
 Niece/Nephew

We are none of these. We are not married. So based on the fact that we do not work at the same facility and we are not married, why would we need to sign said document???

Anthony Ritz  
 Correctional Casework Specialist II  
 Release Coordinator  
 High Desert State Prison

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 ██████████

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**From:** Christina Leathers  
**To:** Amy Calderwood; Anthony Ritz  
**CC:** Brian Williams; Jennifer Nash; Monique Hubbard-Pickett; Jerry Howell; Frank Dreesen  
**Date:** 12/31/2019 8:39 AM  
**Subject:** Disclosure of Employee Relationship Form

Good morning Ms. Calderwood and Mr. Ritz,

Based on a review of your personnel files, there is no **Disclosure of Employee Relationship Form** on file for your relationship.

Please complete the attached form and submit through your appropriate chain of command for submission to HR.

Please let me know if you have any questions or concerns.

Thank you

**Christina Leathers**

Chief of Human Resources

State of Nevada | Department of Corrections | Human Resources Division

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*Putting the "Human" back in Human Resources*

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