

**COMPLAINT**  
**Nursing Mother Request or Retaliation**  
(pursuant to Section 2 of AB 113 of the 2017 Legislative Session)

Employee name:

Department:

Division:

Home mailing address:

City:

State:

Zip code:

Home phone:

Work mailing address:

City:

State:

Zip code:

Work phone:

Send documents to external representative?      Yes                  No

External representative:

Mailing address:

City:

State:

Zip code:

Date of: (1) receipt of response/decision; (2) 5 working days after request is received by agency, if no response is received from agency; or (3) retaliation:

Specific points of disagreement or contention and supporting evidence of denial or lack of response to request, or alleged retaliation:

Proposed solution to complaint:

## INSTRUCTIONS

This form is to request a hearing by the Employee-Management Committee, if:

- An employee, who is the mother of a child under 1 year of age, is not satisfied with the response or lack of response within 5 working days by her department or agency following her request for reasonable break times or space for the expression of milk; or
- An employee believes an officer or employee retaliated, or directed or encouraged another person to retaliate against him or her due to taking reasonable break times, using the space provided, filing a complaint, or testifying, assisting, or participating in an investigation, proceeding, or hearing pursuant to a request for reasonable break times or space for the expression of milk.

Complete and submit this form within 10 working days, following the origin of the complaint or the date you became aware of the event, to:

Employee-Management Committee  
Attn: EMC Coordinator  
100 N. Stewart St., Ste. 200 Carson City, NV 89701  
Fax #: (775) 684-0118  
EMCCoordinator@admin.nv.gov

This complaint may be submitted by mail, email, fax, or hand delivery.

All parties may consult with and receive the assistance of their department personnel offices or the Division of Human Resource Management in resolving a complaint. Division of Human Resource Management contact information can be obtained from our website [www.hr.nv.gov](http://www.hr.nv.gov) or by calling (775) 684-0135.

Except for complaints submitted to the Employee-Management Committee, the time limit for filing a complaint and for taking any action required by either party in the complaint procedure may be extended by the mutual agreement of the parties.

After a complaint has been submitted to the Employee-Management Committee, either party may choose to request a resolution conference. A resolution conference is an informal meeting between the parties with the assistance of a neutral facilitator, provided by the Division of Human Resource Management, who is not affiliated with either of the parties. The resolution conference option provides an additional opportunity for the complaint to be discussed and for possible solutions to be considered. If the Employee-Management Committee has notified the parties of the date on which it will hold a hearing to consider the complaint, the request for a resolution conference may not be submitted less than 15 working days before that date.