



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management

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MEMORANDUM
HR#49-19

September 27, 2019

TO: Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives

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

SUBJECT: DISCLOSURE OF IMPROPER GOVERNMENTAL ACTION

[Assembly Bill 274](#) (AB 274) of the 2019 Legislative Session amended portions of Chapter 281 of the Nevada Revised Statutes (NRS) that pertain to the disclosure of improper governmental action. Pursuant to NRS 281.661, the Division of Human Resource Management (DHRM) shall obtain written confirmation that each state officer and employee received a written summary or viewed a video recording that clearly explains the provisions of NRS 281.611 to 281.671, inclusive, within 30 days of his or her employment date and annually thereafter.

Pursuant to the paragraph above, the new [State of Nevada Agency Quarterly Acknowledgement of Requirements of NRS 281.661 Whistleblower Provisions](#) form has been created for State of Nevada agencies to submit the required acknowledgement to DHRM. This quarterly acknowledgement is required to be submitted to DHRM by the 15th of the month following each fiscal year quarter. Directions for submission are included on the form.

A [written summary](#) of these provisions and an [acknowledgement form](#) is now available on DHRM's website. In addition, a brief course titled [Whistleblower Protections – What, When, & How](#) has been developed in NVeLearn. This course will provide a certificate that can be utilized as acknowledgement of course completion and receipt of the information.

It is recommended that each new employee receive this information in either format during new employee orientation. If a new employee takes the course in NVeLearn, and does not yet have an internal NEATS account, he or she can use his or her external NVAPPS applicant account and print out the certificate for submission to his or her agency human resources office.

Although AB 274 does not address current employees, DHRM recommends that supervisors and managers provide employees with the written summary and acknowledgement or provide information regarding the NVeLearn course in conjunction with the discussion of the employee's annual report on performance.

In addition, the [Appeal of "Whistleblower" Retaliation Under the Provisions of NRS 281.641](#) form has been revised to reflect the relevant changes to NRS 281 and includes the new form number, HR-53.

Thank you for your assistance in distributing this information to state officers and employees. Please contact Michelle Garton at mgarton@admin.nv.gov or (775) 684-0136 with any questions.