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**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***

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**MEMORANDUM**

**HR#57-19**

November 12, 2019

**TO:** Directors  
Deputy Directors  
Administrators  
Agency Personnel Liaisons

**FROM:** Frank Richardson, Interim Administrator *Frank Richardson*  
Division of Human Resource Management

**SUBJECT:** UNION ORGANIZING IN NEVADA STATE AGENCIES

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The attached flyer has been developed to answer questions an agency might encounter regarding facilitating union organizers gaining access to state agencies that have employees subject to collective bargaining per SB135. Please consider displaying the attached poster in your respective bulletin areas and distribute as appropriate. A copy of the flyer is also available at this link: <http://admin.nv.gov/uploadedFiles/admin.nv.gov/content/FAQs/Union-Access-Flyer.pdf> For any questions or concerns, please contact me at (775) 684-0105.

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# UNION ORGANIZING IN NEVADA STATE AGENCIES

Guidance on union organizer access in state agencies that have employees subject to collective bargaining (SB135)



## WHO?

Union organizers

## WHAT?

Union organizing activities in facilities owned or leased by the state

## WHEN?

Each interested union will be allowed to schedule a 4-5 hour period per shift, during the middle of the shift, once a week

## WHERE?

State agencies will provide space in an employee break or lunch room. Union organizers will not have free access throughout the office/facility and will only interact with interested employees on employee breaks, lunches, or other non-work time.

## HOW?

The state agency will provide, and the union organizer will work with, an assigned agency contact. Each week, the union organizer will notify the agency contact of the day they will be in the agency. The agency contact will coordinate an escort for the union organizer to and from the employee break or lunch room. The union organizer will not leave the employee break or lunch room during their scheduled organizing activities unless they contact the assigned escort.

## WHAT ELSE?

- Union organizers may post information regarding union activities on break room tables or bulletin boards if they are used for providing information to employees
- Supervisors/managers should not interfere with or participate in union-employee organizing efforts unless they are a supervisor participating on their own behalf

