




DEPARTMENT OF PERSONNEL
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
<http://dop.nv.gov>

MEMO PERD #37/07

August 29, 2007

TO: All Employees

FROM: Todd C. Rich, Director 
Department of Personnel

SUBJECT: GOVERNOR'S POLICY AGAINST SEXUAL HARASSMENT &
DISCRIMINATION REMINDER

The State of Nevada is committed to providing employees a work environment that is free from sexual harassment and discrimination. Sexual harassment and discrimination are unlawful and against State policy. Every employee has the right to work in an environment free from all forms of discrimination. Any behavior deemed to be sexually harassing or discriminatory will not be tolerated and will result in disciplinary action up to and including dismissal.

On July 16, 2007, the Governor's Policy Against Sexual Harassment & Discrimination was sent to all department directors; they were instructed to distribute the policy and have each employee sign an acknowledgement form. If you have not received your copy of the policy, please contact your agency's personnel representative or print it from the Department of Personnel's website at: <http://dop.nv.gov/sexualharasshome.htm>. This policy details State employees' rights and responsibilities, legal definitions and guidelines, procedures for reporting, and the responsibilities of management.

In addition to reading and acknowledging receipt of the policy, each employee must receive sexual harassment training within 6 months after an employee is initially appointed to State service. At least once every 2 years after his initial appointment to State service, an employee shall attend a certified refresher class or training concerning the prevention of sexual harassment. Supervisory and managerial employees have the additional requirement to attend an Equal Employment Opportunity class within 12 months after an agency appoints an employee to a supervisory or managerial position. If you have not received the appropriate training, please sign up for a class through the NEATS program. As an employee of the State, you are accountable for completing these mandatory training classes.

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The newly created *Division of Employee and Management Services* within the Department of Personnel offers many great services to our employees that can assist in working through work related issues and challenges. A summary of these services has been attached to this memo. Again, we are committed to creating a work environment that allows every employee to achieve success and provide value to the great State of Nevada.

Thank you for your consideration of this very important matter.

TR:vk

Employee and Management Services Division

The Employee and Management Services Division offers an number of services to ensure the fair and equitable treatment of employees, discuss and resolve workplace and personal concerns, and provide information and training. The following information may assist you in determining the appropriate service option:

Mediation Program

The primary purpose of the Mediation Program is to provide a voluntary and confidential means of resolving conflicts as an alternative to formal proceedings. Mediation allows employees the opportunity to discuss the issues raised and clear up misunderstandings, determine the underlying interest and concerns, find areas of agreement and ultimately, place a resolution to those issues into a written agreement. Trained personnel from outside of the parties department conduct mediations. The program coordinator for Northern Nevada, Tammy Smith, can be reached at (775) 684-0104 and the program coordinator in Southern Nevada, Gladys Clark, can be reached at (702) 486-2905.

Employee Assistance Program

The Employee Assistance Program is available to assist State employees and their dependents with personal problems or workplace concerns. This service includes assessment of problems, short-term counseling, and referral to affordable community services. All meetings with the EAP are confidential and free. Employee's wishing to reach an EAP Coordinator in Northern Nevada may call Lindley Steere at (775) 687-3869 or 688-1707, Ramona Tasios for Southern Nevada services at (702) 486-2929, and in rural Nevada (800) 398-3271.

Sexual Harassment/Discrimination Investigation Unit

The mission of this unit is to conduct prompt, independent internal investigations of allegations of sexual harassment and discrimination. A State employee may make a complaint of sexual harassment and/or discrimination by reporting it to their supervisor, agency coordinator, or by calling the Department of Personnel's hotline at (800) 767-7381.

Grievances and Appeal

The Department of Personnel provides administrative support for the final administrative review of grievances to the Employee-Management Committee; appeals to the Committee on Catastrophic Leave; and appeals to a hearings officer regarding suspensions, demotions, terminations, and disclosure of improper governmental actions. Additionally, Department of Personnel staff responds to questions from employees and management about the grievance, appeal and disclosure processes. Paula Scheufler is available to respond to questions regarding these processes and can be reached at (775) 684-0149.

Division Contacts

The Employee and Management Services Division also provides technical assistance regarding the *Rules for Personnel Administration* in the areas of attendance and leave, work performance standards and employee evaluations, the alcohol and drug testing program, and other topics. Please see the Department's website at: <http://dop.nv.gov/> to locate the contact information for the appropriate staff person.

State of Nevada
Department of Personnel