



DEPARTMENT OF PERSONNEL
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MEMO PERD #63-10
December 21, 2010

TO: Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Employee Representatives

FROM: Teresa J. Thienhaus, Director
Department of Personnel

A handwritten signature in cursive script, reading "Teresa J. Thienhaus".

SUBJECT: Sexual Harassment Discrimination Unit Process Changes

The Department of Personnel, Sexual Harassment Discrimination Investigation (SHDI) Unit has continued to improve and revise its process for investigating employee complaints. One result is the consolidation of the NPD-30 "Sexual Harassment or Discrimination Complaint" form (typically completed by the complainant) and the NPD-31 "Intake Report of Harassment or Discrimination" (typically completed by the agency) into one form. This new form will allow documentation of the sexual harassment or discrimination complaint by either the complainant or the agency and will reduce confusion regarding which form should be used. The new NPD-30 should be used immediately and is available at either the Department of Personnel website under the Sexual Harassment/Discrimination link or directly from the Department of Personnel. Attached is a copy of the new form for your use. Please keep in mind the preferred method of filing a complaint is still through the NEATS system, but the new NPD-30 will provide a viable alternative method for filing a complaint.

As a reminder, the investigation unit is available to meet after the investigation is complete in order to provide the agency with an opportunity to discuss the investigation results. Those agencies who have participated in this process will testify to the usefulness of this meeting.

Your constructive feedback to the Department of Personnel is always welcome. Please direct your comments to Dave Badger (Supervisor of the Sexual Harassment/Discrimination Investigation Unit) by email at dbadger@dop.nv.gov or by phone at (775) 684-0161.