



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
100 N. Stewart Street, Suite 200 | Carson City, Nevada 89701
Phone: (775) 684-0150 | www.hr.nv.gov

MEMORANDUM
HR#35/14

April 29, 2014

TO: Department Directors
Division Administrators
Personnel Commissioners
Agency Personnel Liaisons
Agency Personnel Representatives
Payroll Clerks
Records Clerks
Employee Representatives
Employee Associations

FROM: Lee-Ann Easton, Administrator *Lee-Ann Easton*
Division of Human Resource Management

SUBJECT: DISTRIBUTION OF DIVISION COMMUNICATIONS - LISTSERV

Starting on May 1, 2014, the Division of Human Resource Management will be changing to a LISTSERV email to communicate with our customers. This will enable individuals to subscribe to lists that are important to his or her areas of interest. The following are the lists currently available:

HR Memorandums – Subscribers will receive general communications from the Division of Human Resource Management. Topics will vary widely and include, but are not limited to, changes to personnel regulations and statutes, updates to program overviews and other publications, forms, class specifications, Personnel Commission and regulation workshop meeting dates, legal postings, etc. All Department Directors, Division Administrators, Personnel Liaisons, and Personnel Representatives are highly encouraged to subscribe. These communications will also be listed on the Division's website under the Agency Information Memos heading.

Employee-Management Committee – Subscribers will receive communications regarding meeting dates, agendas, decisions, and other general information from the Committee. It is highly recommended that agency management, Personnel Officers, and employee representatives subscribe to this list.

Employee Appeals – Subscribers will receive Hearing Officer decisions related to employee appeals of suspensions, demotions, terminations, involuntary transfers, and retaliation claims related to “whistleblower” activity. It is recommended that managers, human resource professionals, and employee representatives involved in the disciplinary process subscribe to this list.

Central Payroll – Subscribers will receive memos and communications related to Central Payroll timelines, technical processing information, and other payroll-related information. It is recommended that pay clerks and their supervisors subscribe to this list.

Central Records – Subscribers will receive memos and communications related to Central Records timelines, technical processing information, and other employee records related information. It is recommended that staff who process employee related records and their supervisors subscribe to this list.

To subscribe to one or more of the above lists, please go to the following webpage: http://hr.nv.gov/Services/HRM_Email_Subscription_Management/ and click “Opt In” for the list you are interested in; it can also be located within the Services section of the Division of Human Resource Management’s website. Follow the instructions on the right side of the webpage to send an email to request subscription to that list. ***Subscribers will need to repeat this process for each list.*** You will be notified by email once you have been added to the list. If at a later date you wish to be removed from the list, all you will need to do is click on the “Opt Out” link and follow the instructions on the right to send an email to be removed from the list.

We hope that you find this an effective way to manage the correspondence you receive from the Division. If you have questions regarding the list(s) you have requested subscription to, please contact the list manager:

HR Memorandums: Tawny Polito tpolito@admin.nv.gov

Employee-Management Committee: Carrie Lee carrie.lee@admin.nv.gov

Employee Appeals: Carrie Lee carrie.lee@admin.nv.gov

Central Payroll: Keyna Jones kjones@admin.nv.gov

Central Records: Cynthia Willden cwillden@admin.nv.gov

For general question regarding LISTSERV, please contact Enterprise Technology Services at: sug@admin.nv.gov.

LE:sb/tp