

Steve Sisolak
Governor



Laura E. Freed
Director

Colleen Murphy
Deputy Director

Peter Long
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#57-20

December 16, 2020

TO: Agency Directors
Deputy Directors
Administrators

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

SUBJECT: Peer Mentor Program-Employee Veteran of the Month

On March 20, 2019, Governor Sisolak signed Executive Order 2019-05 establishing a Peer Mentor Program for state employees who are Veterans and the Division of Human Resource Management (DHRM) is responsible for developing this program.

DHRM has established an Employee Veteran of the Month initiative as an extension of the Peer Mentor Program to better meet the goals for the Peer Mentor Program as specified in the executive order.

Nominations:

- Nominations will be accepted beginning in January 2021 using the attached ballot.
- Nominees must be a current employee and have served in the U.S. Armed Forces.
- Agency Directors and each identified Peer Mentor may submit 1 nomination each month.
- Nominations must be received by the third Monday of each month.
- Individuals cannot be nominated if they are a previous winner.
- The attached nomination ballot is also available online on DHRM's [website](#)

Voting:

- Electronic voting will commence on the fourth Monday of each month.
- Only Agency Directors or a Peer Mentor selected to be that Agency's voting representative may cast a vote.
- Each Agency will be limited to 1 vote.
- The Veterans Coordinator will share the ballots and collect and tabulate the votes.

- Votes must be cast within 72 hours of receiving the ballots.
- The Veterans Coordinator will only vote should there be a tie.

Once the winner has been determined, the Veterans Coordinator will inform the appropriate Director or voting representative and contact that agency's Public Information Officer. DHRM respectfully requests the assistance of Public Information Officers in vetting and approving the winner's information so those employees can be publicly recognized. Winners will also receive a certificate and will be recognized on the [Peer Mentor Webpage](#).

If you have questions, please contact Doug Williams, Veterans Coordinator, at dougwilliams@admin.nv.gov. Doug can also be reached at 702-486-8838.

Attachment

PL:bg/ms