



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701  
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 684-0122

**MEMORANDUM**

**HR#35-20**

April 13, 2020

**TO:** All State of Nevada Employees

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

**SUBJECT:** Workplace Guidance

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The Division of Human Resource Management ([DHRM](#)) understands that COVID-19 is a cause for concern for many of the State's employees and their families. During this uncertain time, it is more important than ever that we all continue to work together to maintain a positive and productive workplace.

Many of you may have questions regarding new challenges at your workplace or altered working conditions during these unprecedented times. Chapter 284 of the Nevada Administrative Code, Rules for State Personnel Administration, provides many tools to address your concerns and we encourage staff to engage in these processes to ensure you receive the appropriate assistance. When considering the various options available to you, please remember the importance of social distancing and attempt to handle concerns virtually or by telephone.

First, it is always ideal when workplace concerns are resolved at the earliest opportunity and at the lowest level. We encourage everyone to first discuss any concerns with your immediate supervisor in an effort to seek resolution and to provide valuable information as we all collaborate to solve COVID-19 challenges. Additional input and support may be needed to find solutions and it may be necessary to request assistance from your agency's human resource office or your manager.

If a concern is not resolved with your agency management through informal discussions, mediation may be an avenue to consider. Mediation is a confidential and voluntary process in which a neutral, third-party assists disputing parties in reaching a resolution. Please contact

Tammy Smith at (775) 684-0104 or [tsmith@admin.nv.gov](mailto:tsmith@admin.nv.gov) for additional information or to request mediation. Also, information regarding the [Mediation Program](#) is available on the DHRM website.

Another resource available to permanent, classified State of Nevada employees with legitimate concerns is the formal grievance process. If you are an eligible employee and have a concern such as working conditions or work hours, you may formally file a grievance within 20 working days after the date of the event leading to the grievance or the date you learned about the event leading to the grievance. Generally, the initial grievance is submitted to your supervisor, then to your Division Administrator at Step 2, and your Department Director at Step 3 if a resolution is not found at the lower levels. Please contact Denise Woo-Seymour at (775) 684-0149 or [dseymour@admin.nv.gov](mailto:dseymour@admin.nv.gov) to discuss this process. Information on the [grievance process](#) may be found on the DHRM website.

Finally, the State of Nevada's [Employee Assistance Program](#) is a free, confidential service offered to you, your dependents and eligible household members. This program provides support, resources and information for work and personal issues and is available 24 hours a day, 7 days a week by calling (888) 319-8282 or [online](#).

As always, [DHRM](#) is here to support you and your agencies, particularly during these challenging times. Let's all work collaboratively to find solutions to concerns and discover new ways to innovate while working through these difficult times.