

Hello everyone!

You are receiving this because you recently joined the State of Nevada and identified as a military veteran, or you are serving in a supervisory capacity. First and foremost, welcome aboard!

My name is Dan LaBarbera, and I too am a veteran. I left service in 2014 and have had the privilege of working with veterans in many capacities—across colleges, universities, the private sector, nonprofits, and now, government. It has been both a privilege and a challenge, but as we all know, the most worthwhile things in life often are.

I currently manage the Veteran Peer Mentor Program for the State of Nevada and wanted to take a moment to introduce myself, welcome you to state service, and provide information about the program and other resources designed to support you.

Veteran Peer Mentor Program:

The State of Nevada Veteran Peer Mentor Program was established through Executive Order 2019-05 to support and connect state employees who are veterans, members of the Nevada National Guard, and U.S. Armed Forces Reserves. Developed under the Division of Human Resource Management (DHRM) and overseen by the Veterans Coordinator, this program focuses on:

- ✓ Mentorship – Connecting veteran employees for peer support
- ✓ Professional Development – Providing resources to help you succeed
- ✓ Networking – Building a strong veteran community within state service

This program is designed to help you navigate your career within the state while fostering connections with fellow veterans. I encourage you to join and get involved!

Attached Resources:

To help you get started, I've included several attachments:

Welcome Letter – An overview of the Veteran Peer Mentor Program, the Veteran Hiring Program, and the Employee Veteran of the Month Program.

96 Hours of Administrative Leave Flyer – This flyer explains how new employee veterans can use administrative leave for service-connected medical appointments and health care needs. Veteran Program Memorandum – The most recent official memo outlines the requirements to be a Peer Mentor in the program and information on our Employee Veteran of the Month awards.

Veteran Peer Mentor Program Flyer – A quick reference guide explaining the program in one easy-to-read graphic. Feel free to save and share this with others!

The Veteran Peer Mentor Program Confirmation Letter (this is for you if you would like to join our program).

Soon, I will also be developing a handbook for the Veteran Peer Mentor Program, along with other useful resources to further support our veteran employees.

Again, welcome to the team! If you have any questions, need assistance, or would like to get involved in the program, don't hesitate to reach out. Also, I have copied mentors from your agencies onto this email, so they are aware of new employees. Of course, as we continue to go through this, the process will refine itself, as of now, we do this to ensure the mentors that are already a part of our team are aware of new employees, and in the event, you have questions, you can reach out to them.

V/r

Dan LaBarbera, Veterans Representative

Human Resources Analyst

State of Nevada | Department of Administration

Division of Human Resource Management

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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management

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MEMORANDUM

HR#34-24

July 16, 2024

TO: Directors
Deputy Directors
Administrators

FROM: Bachera Washington, Administrator *Bachera Washington*
Division of Human Resource Management

SUBJECT: Veteran Peer Mentor Program and Employee Veteran of the Month Initiative

Executive Order 2019-05, signed on March 20, 2019, established a Peer Mentor Program for state employees who are Veterans, and the Division of Human Resource Management (DHRM) is responsible for the development of this program. Under the supervision of the Veterans Coordinator, the program is designed to support mentoring, professional development, and networking opportunities for veterans, members of the Nevada National Guard, and members of the U.S. Armed Forces Reserves employed by the State of Nevada.

State Agency & Peer Mentor Participation Requirements:

- Directors of each State Agency with veterans are required to identify at least one employee to serve as a peer mentor and participate in the program. Larger agencies are encouraged to identify additional peer mentors as appropriate.

Peer Mentor Participation Requirements:

1. **Meeting Attendance Requirement:** Peer Mentors must attend a minimum of 3 out of 4 program meetings annually to maintain their role. Failure to meet this commitment may result in removal as a peer mentor.
2. **Training Completion:** Within six months of identification, Peer Mentors must complete mandatory training, including the Nevada Veteran Advocate Course.

- 3. Visible Liaison Role:** Peer Mentors are expected to be accessible and actively engage with veteran employees within their agencies by offering support, reaching out to new veteran employees, and acting as liaisons for veteran-related issues. Peer Mentors must also maintain regular communication with their director to keep them informed of program updates and any additional duties assigned.

Upon confirmation, identified Peer Mentors must submit a [Confirmation Letter](#) signed by the Peer Mentor, their supervisor, and Director, acknowledging their participation requirements and responsibilities

Employee Veteran of The Month Initiative:

Effective January 1, 2021, DHRM launched the Employee Veteran of the Month initiative as an extension of the Peer Mentor Program to further program goals as outlined in [Executive Order 2019-05](#).

Nomination Process:

- Nominations can be submitted via the provided [online form](#).
- Nominees must be current employees, have served in the U.S. Armed Forces, and be in good standing in their current position.
- Agency Directors, Administrators, Supervisors, and Peer Mentors may each submit one nomination per month.
- Nominations must be received by the third Monday of each month.
- Valid nominations will be considered for a period of six months.
- Previous winners are ineligible for re-nomination.
- The nomination form is also available on the internal Peer Mentor Program [webpage](#).

Voting Process:

- Electronic voting will begin on the fourth Monday of each month.
- Only Agency Directors or a designated Peer Mentor may cast a vote on behalf of their agency.
- Each agency is allowed one vote.
- DHRM's Veterans Representative will distribute ballots, collect votes, and tabulate results.
- Votes must be cast within 72 hours of receiving the ballots.
- In the event of a tie, DHRM's Veterans Coordinator will cast the deciding vote.

Once a winner is determined, the Veterans Representative will notify the respective Director or voting representative and contact the agency's Public Information Officer and agency peer mentor(s).

DHRM respectfully requests the assistance of Public Information Officers in vetting and approving the winner's information for public recognition. Winners will also receive a framed

certificate signed by the Director of the Department of Administration and the DHRM Administrator and will be recognized on the Peer Mentor webpage.

For further information or assistance, please contact Dan LaBarbera, Veterans Representative, at d.labarbera@admin.nv.gov. Dan can also be reached at 775-684-0147.

BW:bo/eh



**Veteran
Peer
Mentor
Program**

V.P.M.P

Linking Veteran Employees Across Every Agency

The Veteran Peer Mentor Program was created through executive order issued in 2019 to support state employees who have served in the U.S. Armed Forces.

Morale | Teamwork | Networking

Goals

- I.** Improve veteran recruitment.
- II.** Improve veteran retention.
- III.** Improve Veteran, National Guard, and Reserve employee morale and Esprit de Corps.

Membership Requirements:

- I.** Open to ALL State of Nevada employees.
- II.** Prior military service is not required.

Peer Mentors:

- I.** Meeting Attendance Requirement: Peer Mentors must attend a minimum of 3 out of 4 program meetings annually to maintain their role. Failure to meet this commitment may result in removal as a peer mentor.
- II.** Training Completion: Within six months of identification, Peer Mentors must complete mandatory training, including the Nevada Veteran Advocate Course.
- III.** Visible Liaison Role: Peer Mentors are expected to be accessible and actively engage with veteran employees within their agencies by offering support, reaching out to new veteran employees, and acting as liaisons for veteran-related issues. Additionally, peer mentors must maintain regular communication with agency Directors, keeping them informed of program updates and any additional duties assigned.

Meeting Information:

At-large meetings are held on a quarterly basis and are available to all state employees. You do not have to be an identified peer mentor to participate. Meetings are conducted in-person with teleconferencing and online streaming available when circumstances permit.

MORE INFO

For additional information on identified Peer Mentors or questions about the program please visit the Veteran Peer Mentor Program page at [VPMP Website](#), or contact Dan LaBarbera, at (775) 684-0147 or d.labarbera@admin.nv.gov.



**ATTENTION MILITARY
VETERANS!**

DID YOU KNOW?

Special Administrative Leave Benefits Within the First Year of Service

As of November 9, 2023:

Veteran Employees are Eligible for Administrative Leave:

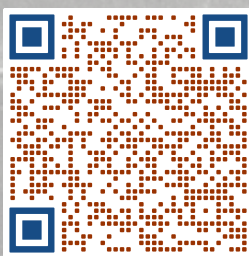
Within their first 12 months, veterans employed by the State of Nevada can receive up to 96 hours of paid administrative leave for qualifying events.

Qualifying events include:

Attending appointments with a provider of health care to determine if one has a service-connected disability or receiving health care services relating to a service-connected disability.

For more information:

Please review Memorandum HR# 02-24 at the DHRM website:





STATE OF NEVADA
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MEMORANDUM
HR# 02-24

January 16, 2024

TO: Agency Directors
Deputy Directors
Administrators
Agency Liaisons

FROM: Bachera Washington, Interim Administrator *Bachera Washington*
Division of Human Resource Management

SUBJECT: NAC 284.589 Amendment (Administrative Leave for new Veteran Employees)

Effective November 9, 2023, NAC 284.589 was amended to allow State employees who are Veterans to be granted up to 96 hours of administrative leave with pay for the first 12 months of his or her employment, based on that individual's hire date, for either of the following reasons:

- Attending an appointment with a provider of health care for purposes of determining whether he or she has a service-connected disability.
- Receiving health care services relating to a service-connected disability.

As used in this amendment:

- "Health care services" means services for the diagnosis, prevention, treatment, care or relief of a health condition, illness, injury or disease, including, without limitation, mental health services.
- "Provider of health care" has the meaning ascribed to it in [NRS 629.031](#) which states:
 1. "Provider of health care" means:
 - (a) A physician licensed pursuant to [chapter 630](#), [630A](#) or [633](#) of NRS;
 - (b) A physician assistant;
 - (c) A dentist;
 - (d) A licensed nurse;
 - (e) A person who holds a license as an attendant or who is certified as an emergency medical technician, advanced emergency medical technician or paramedic pursuant to [chapter 450B](#) of NRS;

- (f) A dispensing optician;
 - (g) An optometrist;
 - (h) A speech-language pathologist;
 - (i) An audiologist;
 - (j) A practitioner of respiratory care;
 - (k) A licensed physical therapist;
 - (l) An occupational therapist;
 - (m) A podiatric physician;
 - (n) A licensed psychologist;
 - (o) A licensed marriage and family therapist;
 - (p) A licensed clinical professional counselor;
 - (q) A music therapist;
 - (r) A chiropractic physician;
 - (s) An athletic trainer;
 - (t) A perfusionist;
 - (u) A doctor of Oriental medicine in any form;
 - (v) A medical laboratory director or technician;
 - (w) A pharmacist;
 - (x) A licensed dietitian;
 - (y) An associate in social work, a social worker, a master social worker, an independent social worker or a clinical social worker licensed pursuant to [chapter 641B](#) of NRS;
 - (z) An alcohol and drug counselor or a problem gambling counselor who is certified pursuant to [chapter 641C](#) of NRS;
 - (aa) An alcohol and drug counselor or a clinical alcohol and drug counselor who is licensed pursuant to [chapter 641C](#) of NRS;
 - (bb) A behavior analyst, assistant behavior analyst or registered behavior technician; or
 - (cc) A medical facility as the employer of any person specified in this subsection.
2. For the purposes of [NRS 629.400](#) to [629.490](#), inclusive, the term includes:
- (a) A person who holds a license or certificate issued pursuant to [chapter 631](#) of NRS; and
 - (b) A person who holds a current license or certificate to practice his or her respective discipline pursuant to the applicable provisions of law of another state or territory of the United States.

For more information about these changes, please contact Carrie P. Hughes at cphughes@admin.nv.gov.

BW:bg/eh