

**NOTICE OF EMPLOYEE RIGHTS
DURING AN INTERNAL INVESTIGATION**

TO:

FROM:

DATE:

This notice is REQUIRED BY NRS 284.387 and must be provided to the employee within 30 days after the appointing authority became aware, or reasonably should have become aware, of the allegations.

As of _____, the appointing authority has become aware of conduct that could lead to disciplinary action. This is to advise you that you are the subject of an internal administrative investigation relevant to the following allegation(s):

This Notice is not intended to imply that disciplinary action will be taken in relation to these allegations; however, the result of the investigation may lead to disciplinary action.

You are scheduled for questioning regarding this/these allegation(s) at _____ on _____ located at _____. Pursuant to section 1 of NRS 284.387:

You have the right to have an attorney or other representative present when you are questioned regarding this/these allegation(s) and you have up to two (2) business days to obtain an attorney or other representation, if you so choose. If a union representative is selected, the representative must be from your assigned bargaining unit's exclusive representation. Make selection:

- I waive my right to have a representative present.
- I wish to have a representative present.

Name: _____ Phone: _____
Address: _____ Fax: _____
Bargaining Unit/Union: _____ Email: _____

Employee Signature

Date

As you are aware, investigations are confidential. In order to protect your confidentiality, the rights of other employees and clients and the integrity of the investigation, you are requested not to communicate any information regarding this/these allegations(s) with other employees or persons who may have information pertinent to the investigation.

Thank you for your assistance and cooperation with this investigation.

cc: Agency Personnel Liaison