



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
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**MEMORANDUM**  
**HR#28-16**

March 18, 2016

**TO:** DHRM Listserv Recipients

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

**SUBJECT:** New Employee-Management Committee Forms

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The Division of Human Resource Management is pleased to introduce two new forms which will be helpful in regards to motions to dismiss related to the Employee-Management Committee (“EMC” or “Committee”) process. The forms are intended to assist agencies in their determination whether a motion to dismiss is appropriate and assist employees in preparing a response. Additionally, the forms are intended to reduce administrative burden for both parties and the Employee-Management Committee.

The first form is entitled the [Agency Motion to Dismiss Employee Grievance \(EMC-1\)](#) form. This form can be sent to the EMC when an appointing authority believes a grievance that has been submitted at Step 4 does not fall within the Committee’s jurisdiction. The second form is the [Employee’s Response to Agency’s Motion to Dismiss Grievance \(EMC-2\)](#) form, which can be used by the employee to respond to an agency’s motion to dismiss.

We hope these forms will aid in understanding the Employee-Management Committee process and communicate other processes available to properly address contested issues.

PL:mg/tp

Enclosures