



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
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**MEMORANDUM**  
**HR#35-16**

April 14, 2016

**TO:** Department Directors  
Division Administrators  
Agency Personnel Liaisons  
Agency Personnel Representatives

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

**SUBJECT:** NEVADA STATE EMPLOYEE RECOGNITION WEEK  
MAY 2-6, 2016

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During the week of May 2-6, 2016, Nevada will join states across the nation in celebrating the numerous contributions of our public employees and how State workers make life better for our citizens. It is extremely important to let them know their efforts in the workplace are appreciated.

Please take this opportunity to plan at least one activity to recognize employees within your agency. Activities should occur preferably sometime during Nevada State Employees Recognition Week. There are many activities you can do at little or no cost but can have an important positive impact on morale.

To assist you in planning, we have provided a list of recognition ideas as well as Employee Recognition Week posters for you to display in a prominent area. These materials are available on our website at: [Employee Recognition Materials](#).

If you have questions or need additional information, please feel free to contact Shelley Blotter at [sblotter@admin.nv.gov](mailto:sblotter@admin.nv.gov) or (775) 684-0105.