



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#40-17

August 8, 2017

TO: DHRM Listserv Recipients

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

SUBJECT: REVISIONS BASED ON THE 2017 LEGISLATIVE SESSION

The Division of Human Resource Management has made revisions to several online training courses, [HR 1-2-3](#) and a variety of other forms and publications to reflect changes from the 2017 Legislative Session. In addition, [regulations](#) related to a nursing mother request, nursing mother complaint, or retaliation complaint are now posted on the Division's website. See [HR Memo #33-17](#) for additional information regarding nursing mothers, including the newly created [Complaint – Nursing Mother Request or Retaliation](#) (HR-88) form.

Online Training Courses

Mandatory Training for Supervisors

The *Progressive Disciplinary Procedures* course has been revised to reflect amendments to NRS 284.387 and 284.390 included in Senate Bill 478. An appointing authority must provide written notice of allegations against an employee within 30 days after he or she becomes aware, or should have become aware, of the allegations. Also, if an employee files an appeal after disciplinary action, an appointing authority must provide any requested documentation within 5 days. See [HR Memo #33-17](#) for additional information regarding new requirements related to disciplinary action, including revised forms.

The *Interviewing & Hiring* course has been revised to expand the discrimination information to include that it is an unlawful employment practice to discriminate against any applicant or employee because he or she is in a domestic partnership.

Additional Training

The *Orientation to Classified State of Nevada Service* and the *Orientation to Unclassified State of Nevada Service* have been updated to reflect the requirement that a nursing mother with a child under the age of 1 must be provided reasonable break times and a place to express breast milk.

The course entitled *What Agencies Need to Know About Military Service* has been updated to reflect amendments to NRS 412, which extend employment protections to members of the National Guard in other states, in addition to Nevada.

Publications

The Uniformed Service Employment & Reemployment Rights Act (USERRA) Overview has been updated to reflect the change to NRS 412 described above.

The *Family and Medical Leave Act (FMLA) Overview for State of Nevada Executive Branch Agencies* has been updated to reflect amendments included in Assembly Bill 227 related to domestic partnership. To be afforded the same rights as a spouse, an employee must be part of a domestic partnership recognized by a state (e.g. Nevada) or other jurisdiction.

Miscellaneous (not related to the 2017 Legislative Session)

A new online course entitled *Developing Essential Functions* has been added to the [State of Nevada Online Professional Development Center](#) (e-Learning System). This course provides an overview of how to develop essential functions. See HR [Memo #25-17](#) for more information on the NEATS Position Documentation Module.

If you have any questions, please contact Michelle Garton at mgarton@admin.nv.gov or (775) 684-0136.

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