



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR # 45-21

December 06, 2021

TO: Directors
Deputy Directors
Administrators

FROM: Frank Richardson, Administrator *Frank Richardson*
Division of Human Resource Management

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

On March 20, 2019, Governor Sisolak signed Executive Order 2019-05 establishing a Peer Mentor Program for state employees who are Veterans, and the Division of Human Resource Management (DHRM) is responsible for developing and implementing the program.

On January 1, 2021, DHRM established the Employee Veteran of the Month initiative as an extension of the Peer Mentor Program to better meet the goals of the program as specified in the executive order. In order to streamline the process, DHRM is implementing changes to the Employee Veteran of the Month nomination process effective January 1, 2022. Changes are italicized below.

Nominations:

- *Nominations will be accepted beginning in January 2022 using this [online form](#).*
- Nominees must be a current employee and have served in the U.S. Armed Forces and are in good standing in their current position.
- Agency Directors, Administrators, *Supervisors*, and Peer Mentors may submit 1 nomination each month.
- Nominations must be received by the third Monday of each month.
- *Valid nominations will be held for consideration for a 6 month time period.*
- Individuals cannot be nominated if they are a previous winner.
- *The online nomination form will also be linked on DHRM's intranet [webpage](#).*

Voting:

- Electronic voting will commence on the fourth Monday of each month.

- Only Agency Directors or a Peer Mentor selected to be that Agency's voting representative may cast a vote.
- Each Agency will be limited to 1 vote.
- The Veterans Coordinator will share the ballots and collect and tabulate the votes.
- Votes must be cast within 72 hours of receiving the ballots.
- The Veterans Coordinator will only vote should there be a tie.

Once the winner has been determined, the Veterans Coordinator will inform the appropriate Director or voting representative and contact that agency's Public Information Officer. DHRM respectfully requests the assistance of Public Information Officers in vetting and approving the winner's information so those employees can be publicly recognized. Winners will also receive a certificate and will be recognized on the [Peer Mentor Webpage](#).

If you have questions, please contact Doug Williams, Veterans Coordinator, at dougwilliams@admin.nv.gov. Doug can also be reached at 702-486-8838.

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