



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
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**MEMORANDUM**  
**HR #29-25**

August 01, 2025

**TO:** Department Directors  
Division Administrators  
Agency Personnel Liaisons  
DHRM Listserv Recipients

**FROM:** Bachera Washington, Administrator  
Division of Human Resource Management

**SUBJECT:** CERTIFICATION TO DHRM PURSUANT TO NRS 281.661 (IMPROPER GOVERNMENTAL ACTION)

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[NRS 281.611 – 281.671](#) addresses protections for disclosure of improper governmental action (i.e., whistleblower retaliation provisions) and that employees must be provided information on these provisions, “not later than 30 days after commencing employment and annually thereafter...” The Division of Human Resource Management (DHRM) provides two methods for agencies to ensure that their employees are provided the required notification of the whistleblower retaliation provisions, a) an online class in [NveLearn](#) (Whistleblower Protections – What, When & How?); and b) a [written guide and acknowledgement form](#). Employees only need to complete one of the methods.

Additionally, per NRS 281.661, “The Administrator of the Division of Human Resource Management of the Department of Administration shall obtain written confirmation that each state officer and employee, not later than 30 days after commencing employment and annually thereafter, received a written summary or viewed a video recording that clearly explains the provisions of [NRS 281.611](#) to [281.671](#)...”

Departments are required to submit an annual certification of compliance to DHRM. In future fiscal years, the annual certification will be due July 31<sup>st</sup> for the previous fiscal year. However, for fiscal year 2025, please submit your certifications by August 31, 2025. The new certification form is available on DHRM’s website at [http://hr.nv.gov/Resources/Forms/Whistleblower/Whistleblower\\_Retaliation/](http://hr.nv.gov/Resources/Forms/Whistleblower/Whistleblower_Retaliation/).

Should you have any questions, please feel free to contact Carrie Hughes at (775) 684-0111 or by email at [cphughes@admin.nv.gov](mailto:cphughes@admin.nv.gov).