



DEPARTMENT OF PERSONNEL
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MEMO PERD #52/09
September 16, 2009

TO: Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Employee Representatives

FROM: Teresa J. Thienhaus, Director
Department of Personnel

A handwritten signature in cursive script that reads "Teresa J. Thienhaus".

SUBJECT: **Sexual Harassment Discrimination Unit Process Changes**

The Department of Personnel, Sexual Harassment Discrimination Investigation (SHDI) Unit has revised its process for investigating employee complaints. These changes are effective immediately, and will provide the agencies with increased clarity related to the outcome of the investigations conducted by the SHDI Unit.

The new report will be much shorter as it omits most non-pertinent testimony and any allegations that have no Title VII basis. Although shorter in length, the new format provides the agencies with detailed information that will help them determine what corrective actions, if any, need to be taken. Please see the new report format below.

In addition to the changes in the investigative process and the final report, the agencies are requested to send Ron Grogan, the Equal Employment Opportunity Director for the State of Nevada, a copy of the closeout letter to the complainant. This letter should be sent via email to: rgrogan@dop.nv.gov. This process is being put in place to ensure that as the employer, the State of Nevada has properly handled each complaint indicating a possible Title VII violation.

Any agency that has the opportunity to utilize the new report format is welcome to provide the Department of Personnel with constructive feedback. Please direct your comments to the Equal Employment Opportunity Director at the above-referenced email address or by phone at 702 486-5294.

New Report Format:

Section 1:

Introduction - summarizes the Title VII basis for the complaints and identifies the complainant and accused(s). In addition it identifies the investigator and states that all accused employees were properly noticed.

Section 2:

Persons Interviewed - is unchanged from the previous version.

Section 3:

Background - provides employment history and information related to previous issues i.e. has this complainant filed any other complaints of sexual harassment or discrimination.

Section 4:

Scope of Investigation - outlines the specific allegations made by the complainant but in a more abbreviated format than in the previous reports.

Section 5:

Findings - summarizes the witness testimony and any relevant information the investigator learned from his or her review of the documentation submitted by the complainant, the accused or witnesses.

Section 6:

Summary – the investigator summarizes the results of the investigation and draws a conclusion based on witness testimony and a review of relevant documentation. This summary is not intended as a legal opinion as to whether there was a Title VII violation; rather the intent is for the investigator to share his or her opinion based on a review of all the evidence gathered while conducting the investigation.