



**DEPARTMENT OF PERSONNEL**  
**209 East Musser Street, Room 101**  
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**(775) 684-0150**  
**<http://dop.nv.gov>**

**MEMO PERD #21/07**  
July 16, 2007

TO: Department Directors

FROM: Todd C. Rich, Director  
Department of Personnel *T.C.R.*

SUBJECT: GOVERNOR'S POLICY AGAINST SEXUAL HARASSMENT &  
DISCRIMINATION

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Attached is the Governor's Policy Against Sexual Harassment & Discrimination. This policy replaces the previous policy distributed on November 26, 2006. Please ensure all current and new employees read and understand the policy. Agencies should retain the acknowledgement form in the employee's agency personnel file as well as submit a copy to State Records for filing in the employee's official State service jacket.

Also attached is an anti-discrimination poster that should be prominently displayed for all employees to view. This poster provides the hotline number for reporting complaints of discrimination and space for you to identify the name of your agency coordinator.

Please be advised that the Department's Sexual Harassment/Discrimination Unit is in the process of evaluating the effectiveness of the reports provided to agencies as a result of an investigation and making changes. One of the most noticeable changes will be that witness statements will be identified. We believe this information will assist you in determining the appropriate course of action necessary, and trust that you will maintain the confidentiality of

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these individuals to the greatest extent possible. If you have other suggestions for improvement, please do not hesitate to contact me at (775) 684-0101 or Shelley Blotter at (775) 684-0105.

Thank you for your assistance in this very important matter.

Attachments

TR:sb

cc: Division Administrators  
Agency Personnel Liaisons  
Agency Personnel Representatives  
EEO Representatives