



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
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**MEMORANDUM**  
**HR#34-14**

April 28, 2014

**TO:** Department Directors  
Division Administrators  
Personnel Liaisons  
Personnel Representatives

**FROM:** Lee-Ann Easton, Administrator *Lee-Ann Easton*  
Department of Administration

**SUBJECT:** ACKNOWLEDGMENT OF ETHICAL STANDARDS FOR PUBLIC  
EMPLOYEES FORM REVISION

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The Division of Human Resource Management has made changes to the Nevada Acknowledgment of Ethical Standards for Public Employees form that we hope will provide increased clarity and ease its completion:

- The form name has been changed to clarify that the form is to be used for Executive Branch employees. The revised form is available by clicking on this link [Nevada Executive Branch Employees Acknowledgment of Ethical Standards](#) or it can also be located in the Forms section of the Division of Human Resource Management's website at: <http://hr.nv.gov/Resources/Forms/Ethics/Ethics/>.
- Fillable fields have been inserted so that the form can be typed in or printed and completed by hand.
- The instructions have been modified to clarify that an employee is acknowledging receipt of the Nevada Ethics in Government information and acknowledging it is the employee's responsibility to become familiar with it, e.g., the employee may become familiar with the requirements after signing the form.
- Emphasis was added to the distribution of the form. The original signed document is sent to the Division of Human Resource Management, **Central Records** section.

Please note the form used for [Nevada Acknowledgment of Ethical Standards for Public Officials](#) has not changed. It can be accessed by clicking the above link and on the Nevada Commission on Ethics website.

If you have questions regarding completing and filing the [Nevada Executive Branch Employees Acknowledgment of Ethical Standards](#) form, please contact Shelley Blotter at [sblotter@admin.nv.gov](mailto:sblotter@admin.nv.gov) or at (775) 684-0105.

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