



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
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**MEMORANDUM**  
**HR#06-15**

January 13, 2015

**TO:** <listserv>

**FROM:** Lee-Ann Easton, Administrator *Lee-Ann Easton*  
Division of Human Resource Management

**SUBJECT:** NEW ONLINE CLASSES

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Could the supervisors in your organization use training on recognizing requests for accommodation when made by a candidate, employee or customer and how to handle a request for accommodation? Are you looking for a way to provide your new employees, classified and unclassified, with an overview of State service?

For these reasons and more, the following e-learning classes have been developed:

- ***Orientation to CLASSIFIED State of Nevada Employment***  
This class provides an overview of important information related to classified State of Nevada employment including leave, probationary periods, compensation, workplace violence, sexual harassment, dispute resolution, discipline, alcohol and drug policy, training, performance evaluations, records and more.
- ***Orientation to UNCLASSIFIED State of Nevada Employment***  
This class provides an overview of important information related to unclassified State of Nevada employment including leave, compensation, workplace violence, sexual harassment, alcohol and drug policy, records, ethics and more.
- ***What Supervisors Need to Know about the ADA & Accommodation Requests***  
This class was designed to supplement the Equal Employment Opportunity class by providing how-to instruction regarding recognizing requests for accommodation and what to do when a request is made, providing tips for interacting with individuals with disabilities and more. For information regarding essential

functions, please see the Interviewing & Hiring online class on the [State of Nevada e-learn website](#) or attend the Essential Functions Development Workshop offered through NEATS.

These courses can be found on the [State of Nevada e-learn website](#) under “Course Catalog”, “State of Nevada Employees” and then “General Development”.

If you have any questions, please contact Carrie Hughes at [cphughes@admin.nv.gov](mailto:cphughes@admin.nv.gov) or (775) 684-0111.