

State of Nevada Executive Branch Agencies Mandatory Training Requirements

The following courses are mandatory for either all or some employees.

ALL EMPLOYEES	4
Sexual Harassment Prevention.....	4
Whistleblower Protections – What, When & How?.....	4
ALL SUPERVISORS AND MANAGERS	5
Equal Employment Opportunity for Managers and Supervisors.....	5
Alcohol & Drug Testing Procedures.....	5
Developing Essential Functions	5
Evaluating Employee Performance	6
Handling Grievances.....	6
Interviewing & Hiring.....	6
Progressive Disciplinary Procedures.....	7
What Supervisors Need to Know about the ADA & Accommodation Requests	7
What Supervisors Need to Know about the FMLA.....	7
Work Performance Standards	8
Accident Investigations.....	8
Basic Office Ergonomics	8
Workers’ Compensation Overview for Managers and Supervisors	9
Workplace Evaluation & Management Tools.....	9
Workplace Violence: Recognition & Prevention	9
OTHER (some employees)	10
Defensive Driving.....	10
Defensive Driving (Refresher).....	10
Internal Controls Class – Financial Management	11
ADVANTAGE Financial Training (Live).....	11
ADVANTAGE Financial Training (Online)	12
ADVANTAGE Recertification	12
iHub Basic Navigation	13
Central Payroll Certification Training	13

Central Records Certification Training - NEW	13
Central Records Re-certification.....	14
Records Management – Retention of State Records	14

Some agencies have been delegated authority to provide some mandatory training for their staff (e.g. Department of Transportation) instead of using the above indicated classes. Check with your agency human resource staff to find out if your agency provides any of the required training and, if yes, which classes are provided.

ALL EMPLOYEES

Sexual Harassment Prevention

Required for:	Employees
Frequency:	Within the first 6 months of State employment and every 2 years from appointment
Type:	Online
Responsible Agency:	Department of Administration, Division of Human Resource Management, Equal Employment Opportunity (702-486-0988)
Authority:	NAC 284.496

Whistleblower Protections – What, When & How?

Required for:	Employees
Frequency:	Within first 30 days of State employment and then annually
Type:	Online in Success Factors*
Responsible Agency:	Department of Administration, Division of Human Resource Management, Consultation & Accountability (775-684-0148)
Authority:	NRS 281.661

*The training requirement may be met by passing the online class or reviewing the [Whistleblower Protections - What, When & How \(Written Guide for State of Nevada Officers and Employees, and Local Government Officers and Employees\)](#) and completing and submitting to your agency's management the [State of Nevada Officers and Employees Acknowledgement of Provisions of Disclosure of Improper Governmental Action](#).

ALL SUPERVISORS AND MANAGERS

Equal Employment Opportunity for Managers and Supervisors

Required for:	Supervisors and Managers
Frequency:	Within 12 months of supervisory appointment and every 3 years. An appointing authority may accept supervisory training classes taken by the employee during the 12 months immediately preceding the employee's appointment.
Type:	Online
Responsible Agency:	Department of Administration, Division of Human Resource Management, Equal Employment Opportunity (702-486-0988)
Authority:	NAC 284.498

Alcohol & Drug Testing Procedures

Required for:	Supervisors and Managers
Frequency:	Within 12 months of supervisory appointment and every 3 years. An appointing authority may accept supervisory training classes taken by the employee during the 12 months immediately preceding the employee's appointment.
Type:	Online
Responsible Agency:	Department of Administration, Division of Human Resource Management, Consultation & Accountability (775-684-0148)
Authority:	NAC 284.498

Developing Essential Functions

Required for:	Supervisors and Managers
Frequency:	Within 12 months of supervisory appointment and every 3 years. An appointing authority may accept supervisory training classes taken by the employee during the 12 months immediately preceding the employee's appointment.
Type:	Online
Responsible Agency:	Department of Administration, Division of Human Resource Management, Consultation & Accountability (775-684-0148)
Authority:	NAC 284.498

All Supervisors and Managers

Evaluating Employee Performance

Required for:	Supervisors and Managers
Frequency:	Within 6 months of supervisory appointment and every 3 years. An appointing authority may accept supervisory training classes taken by the employee during the 12 months immediately preceding the employee's appointment.
Type:	Online
Responsible Agency:	Department of Administration, Division of Human Resource Management, Consultation & Accountability (775-684-0148)
Authority:	NAC 284.498

Handling Grievances

Required for:	Supervisors and Managers
Frequency:	Within 12 months of supervisory appointment and every 3 years. An appointing authority may accept supervisory training classes taken by the employee during the 12 months immediately preceding the employee's appointment.
Type:	Online
Responsible Agency:	Department of Administration, Division of Human Resource Management, Consultation & Accountability (775-684-0148)
Authority:	NAC 284.498

Interviewing & Hiring

Required for:	Supervisors and Managers
Frequency:	Within 12 months of supervisory appointment and every 3 years. An appointing authority may accept supervisory training classes taken by the employee during the 12 months immediately preceding the employee's appointment.
Type:	Online
Responsible Agency:	Department of Administration, Division of Human Resource Management, Consultation & Accountability (775-684-0148)
Authority:	NAC 284.498

Progressive Disciplinary Procedures

Required for:	Supervisors and Managers
Frequency:	Within 12 months of supervisory appointment and every 3 years. An appointing authority may accept supervisory training classes taken by the employee during the 12 months immediately preceding the employee's appointment.
Type:	Online
Responsible Agency:	Department of Administration, Division of Human Resource Management, Consultation & Accountability (775-684-0148)
Authority:	NAC 284.498

What Supervisors Need to Know about the ADA & Accommodation Requests

Required for:	Supervisors and Managers
Frequency:	Within 12 months of supervisory appointment and every 3 years. An appointing authority may accept supervisory training classes taken by the employee during the 12 months immediately preceding the employee's appointment.
Type:	Online
Responsible Agency:	Department of Administration, Division of Human Resource Management, Consultation & Accountability (775-684-0148)
Authority:	NAC 284.498

What Supervisors Need to Know about the FMLA

Required for:	Supervisors and Managers
Frequency:	Within 12 months of supervisory appointment and every 3 years. An appointing authority may accept supervisory training classes taken by the employee during the 12 months immediately preceding the employee's appointment.
Type:	Online
Responsible Agency:	Department of Administration, Division of Human Resource Management, Consultation & Accountability (775-684-0148)
Authority:	NAC 284.498

All Supervisors and Managers

Work Performance Standards

Required for:	Supervisors and Managers
Frequency:	Within 6 months of supervisory appointment and every 3 years* . An appointing authority may accept supervisory training classes taken by the employee during the 12 months immediately preceding the employee's appointment.
Type:	Online
Responsible Agency:	Department of Administration, Division of Human Resource Management, Consultation & Accountability (775-684-0148)
Authority:	NAC 284.498

Accident Investigations

TEMPORARILY UNAVAILABLE – Per Risk Management's August 12, 2021 Memorandum.

Required for:	Supervisors and Managers
Frequency:	Once
Type:	Live (see NEATS for course listings)
Length:	3 hours
Responsible Agency:	Department of Administration, Office of Risk Management (775-687-3187)
Authority:	SAM 0521 & Risk Management

Basic Office Ergonomics

TEMPORARILY UNAVAILABLE – Per Risk Management's August 12, 2021 Memorandum.

Required for:	Supervisors and Managers
Frequency:	Once
Type:	Live (see NEATS for course listings)
Length:	3 hours
Responsible Agency:	Department of Administration, Office of Risk Management (775-687-3187)
Authority:	SAM 0521 & Risk Management

All Supervisors and Managers

Workers' Compensation Overview for Managers and Supervisors

Required for: Supervisors and Managers
Frequency: **Once**
Type: [Live \(see NEATS for course listings\)](#)
Length: 4 hours
Responsible Agency: Department of Administration, Office of Risk Management (775-687-3187)
Authority: [SAM 0521](#) & [Risk Management](#)

Workplace Evaluation & Management Tools

Required for: Supervisors and Managers
Frequency: **Once**
Type: [Live \(see SCATS for course listings\)](#)
Length: 7 hours
Responsible Agency: Department of Administration, Office of Risk Management (775-687-3187)
Authority: [SAM 0521](#) & [Risk Management](#)

Workplace Violence: Recognition & Prevention

TEMPORARILY UNAVAILABLE – Per Risk Management's August 12, 2021 Memorandum.

Required for: Supervisors and Managers
Frequency: **Once**
Type: [Live \(see NEATS for course listings\)](#)
Length: 3 ½ hours
Responsible Agency: Department of Administration, Office of Risk Management (775-687-3187)
Authority: [SAM 0521](#) & [Risk Management](#)

OTHER (some employees)

Defensive Driving

TEMPORARILY UNAVAILABLE – Per Risk Management’s August 12, 2021 Memorandum. “In the meantime, employees who need to take the Defensive Driving course in order to perform the essential functions of their position should take the Defensive Driving Refresher course available on [NVeLearn](#).

Note: When the 4-hour in-person Defensive Driving course becomes available again, these employees will still be required to take it. The Defensive Driving Refresher does not replace that requirement.”

Required for: Employees whose job function(s) require driving a State vehicle.

Exceptions: Peace officers or EMTs who participate in EVOC training, elected officials, Legislative Counsel Bureau employees, and Board and Commission members.

Frequency: **1) Within 12 months of appointment; and**
2) Within 3 months of a 2nd work-related traffic accident or ticket (in which the employee has been deemed to be at fault) within a 4-year period.

Type: [Live \(see NEATS for course listings\)](#)

Length: 4 hours

Responsible Agency: Department of Administration, Office of Risk Management (775-687-3187)

Authority: [SAM 0521](#) & [Risk Management](#)

Defensive Driving (Refresher)

Required for: Employees whose job function(s) require driving a State vehicle.

Exceptions: Peace officers or EMTs who participate in EVOC training, elected officials, Legislative Counsel Bureau employees, and Board and Commission members.

Frequency: **Every 4 years**

Type: [Online](#)

Responsible Agency: Department of Administration, Office of Risk Management (775-687-3187)

Authority: [SAM 0521](#) & [Risk Management](#)

Other (some employees)

Internal Controls Class – Financial Management

Required for:	Agency heads and employees who administer budgetary accounts.
Frequency:	1. Within 90 days after being hired, promoted or transferred; 2. Attendance is recommended by the Division of Internal Audits; or 3. Directed to by the head of the agency.
Type:	Live
Length:	3 hours
Responsible Agency:	Governor’s Finance Office, Division of Internal Audits (775-684-0222)
Authority:	NAC 353A.100

ADVANTAGE Financial Training (Live)

Required for:	Employees whose job functions require access to the ADVANTAGE Financial program and whose <u>duty location is in the Reno/Carson City area</u> . Training requirements for ADVANTAGE are based on the requested access/profile, not job duties. Contact the instructor directly if you believe you qualify to complete one of the “special profile” courses.
Frequency:	Prior to receiving an ADVANTAGE user ID and password.
Type:	Live (see NEATS for course listings)
Length:	16 hours
Responsible Agency:	Governor’s Finance Office, Office of Project Management (775-684-4119)
Authority:	State Controller's Policy on Establishment and Maintenance of User IDs

Other (some employees)

ADVANTAGE Financial Training (Online)

Required for: Employees whose job functions require access to the ADVANTAGE Financial program and whose duty location is outside the Reno/Carson City area.

Training requirements for ADVANTAGE are based on the requested access/profile, not job duties. Contact the instructor directly if you believe you qualify to complete one of the “special profile” courses.

Frequency: **Prior to receiving an ADVANTAGE user ID and password.**

Type: [Online](#)

Length: 13 – 16 hours

Responsible Agency: Governor’s Finance Office, Office of Project Management (775-684-4119)

Authority: [State Controller's Policy on Establishment and Maintenance of User IDs](#)

ADVANTAGE Recertification

Required for: Employees whose job functions require access to the ADVANTAGE Financial program.

Training requirements for ADVANTAGE are based on the requested access/profile, not job duties. Contact the Financial Help Desk at the State Controller’s Office to verify that you have a “special profile”. Upon verification, they will provide you with the proper course key.

Frequency: **Every 2 years after completion of the ADVANTAGE Financial Training class.**

Type: [Live \(see NEATS for course listings\)](#) or [online](#)

Length: 7 hours

Responsible Agency: Governor’s Finance Office, Office of Project Management (775-684-4119)

Authority: [State Controller's Policy on Establishment and Maintenance of User IDs](#)

Other (some employees)

iHub Basic Navigation

Required for: Employees whose job functions require access to iHub.
Frequency: **Prior to receiving iHub access.**
Type: [Online](#)
Length: 6 hours
Responsible Agency: Governor's Finance Office, Office of Project Management (775-684-4119)
Authority: <http://scointrinet.nv.gov/services/financial-system-training/ihub-training>

Central Payroll Certification Training

Required for: Employees who prepare payroll forms
Frequency: **Within 6 months of appointment and then every 2 years.**
Type: [Live \(see NEATS for course listings\)](#)
Length: 12 hours
Responsible Agency: Department of Administration, Division of Human Resource Management, Central Payroll (775-687-9077)
Authority: [NAC 284.504](#)

Central Records Certification Training - NEW

Required for: Employees who prepare forms for Central Records
Frequency: **Within 6 months of appointment**
Type: [Live \(see NEATS for course listings\)](#)
Length: 11 hours
Responsible Agency: Department of Administration, Division of Human Resource Management, Central Records (775-687-9095)
Authority: [NAC 284.504](#)

Other (some employees)

Central Records Re-certification

Required for: Employees who prepare forms for Central Records

Frequency: **Every 2 years following completion of Central Records Certification Training**

Type: [Online](#)

Responsible Agency: Department of Administration, Division of Human Resource Management, Central Records (775-687-9095)

Authority: [NAC 284.504](#)

Records Management – Retention of State Records

Required for: Employees whose duties include the management of the retention and disposal of any official state records of the agency, board or commission

Frequency: **Once**

Type: [Live \(see NEATS for course listings\)](#)

Length: 2 ½ hours

Responsible Agency: Department of Administration, Division of State Records (775-684-3364)

Authority: [NRS 239.083\(2\)\(a\)](#)