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

**ALL EMPLOYEES**

- Sexual Harassment Prevention
- Whistleblower Protections – What, When & How?

**ALL SUPERVISORS AND MANAGERS**

- Equal Employment Opportunity for Managers and Supervisors
- Alcohol & Drug Testing Procedures
- Developing Essential Functions
- Evaluating Employee Performance
- Handling Grievances
- Interviewing & Hiring
- Progressive Disciplinary Procedures
- What Supervisors Need to Know about the ADA & Accommodation Requests
- What Supervisors Need to Know about the FMLA
- Work Performance Standards
- Accident Investigations
- Basic Office Ergonomics
- Workers’ Compensation Overview for Managers and Supervisors
- Workplace Evaluation & Management Tools
- Workplace Violence: Recognition & Prevention

**OTHER (some employees)**

- Defensive Driving
- Defensive Driving (Refresher)
- Internal Controls Class – Financial Management
- ADVANTAGE Financial Training
- ADVANTAGE Recertification
- iHub Basic Navigation
- Central Payroll Certification Training
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: All new employees, officers, appointees, board members and volunteers

Frequency: Within 30 calendar days of the effective date of their appointment in State employment and every 2 years from appointment

Type/Location: Online (NVeLearn)

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/Location: Online (NVeLearn)*

Responsible Agency: Department of Administration, Division of Human Resource Management, Consultation & Accountability (775-684-0111)

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 30 calendar days of initially becoming a manager or supervisor 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/Location: Online (NVeLearn)

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/Location: Online (NVeLearn)

Responsible Agency: Department of Administration, Division of Human Resource Management, Consultation & Accountability (775-684-0111)

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/Location: Online (NVeLearn)

Responsible Agency: Department of Administration, Division of Human Resource Management, Consultation & Accountability (775-684-0111)

Authority: **NAC 284.498**
**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/Location:** Online ([NVeLearn](#))

**Responsible Agency:** Department of Administration, Division of Human Resource Management, Consultation & Accountability (775-684-0111)

**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/Location:** Online ([NVeLearn](#))

**Responsible Agency:** Department of Administration, Division of Human Resource Management, Consultation & Accountability (775-684-0111)

**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/Location:** Online ([NVeLearn](#))

**Responsible Agency:** Department of Administration, Division of Human Resource Management, Consultation & Accountability (775-684-0111)

**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/Location:** Online (NVeLearn)  
**Responsible Agency:** Department of Administration, Division of Human Resource Management, Consultation & Accountability (775-684-0111)  
**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/Location:** Online (NVeLearn)  
**Responsible Agency:** Department of Administration, Division of Human Resource Management, Consultation & Accountability (775-684-0111)  
**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/Location:** Online (NVeLearn)  
**Responsible Agency:** Department of Administration, Division of Human Resource Management, Consultation & Accountability (775-684-0111)  
**Authority:** NAC 284.498
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<td>SAM 0521 &amp; Risk Management</td>
</tr>
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</table>
Workers’ Compensation Overview for Managers and Supervisors

Required for: Supervisors and Managers
**Frequency:** Once
Type/Location: Live (see SuccessFactors for course listings)
Length: 4 hours
Responsible Agency: Department of Administration, Office of Risk Management (775-687-1750)
Authority: SAM 0521 & Risk Management

Workplace Evaluation & Management Tools

Required for: Supervisors and Managers
**Frequency:** Once
Type/Location: Live (see SCATS for course listings)
Length: 7 hours
Responsible Agency: Department of Administration, Office of Risk Management (775-687-1750)
Authority: SAM 0521 & Risk Management

Workplace Violence: Recognition & Prevention

Required for: Supervisors and Managers
**Frequency:** Once
Type/Location: Live (see SuccessFactors for course listings)
Length: 4 hours
Responsible Agency: Department of Administration, Office of Risk Management (775-687-1750)
Authority: SAM 0521 & Risk Management
### Defensive Driving

**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/Location:** Live (see SuccessFactors for course listings)

**Length:** 4 hours

**Responsible Agency:** Department of Administration, Office of Risk Management (775-687-1750)

**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/Location:** Online ([NVeLearn](#))

**Responsible Agency:** Department of Administration, Office of Risk Management (775-687-1750)

**Authority:** [SAM 0521 & Risk Management](#)
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, unless the person has previously attended the training;
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

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

Training requirements for ADVANTAGE are based on the requested accessPROFILE, 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/Location: Online (NVeLearn)
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/Location:** Online (NVeLearn)

**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](http://scointranet.nv.gov/services/financial-system-training/ihub-training)

iHub Basic Navigation

Required for: Employees whose job functions require access to iHub.

**Frequency:** Prior to receiving iHub access.

**Type/Location:** Online (NVeLearn)

**Length:** 6 hours

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

**Authority:** [http://scointranet.nv.gov/services/financial-system-training/ihub-training](http://scointranet.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/Location:** Live (see SuccessFactors 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](http://scointranet.nv.gov/services/financial-system-training/ihub-training)
Central Records Certification Training - NEW

Required for: Employees who prepare forms for Central Records

**Frequency:** Within 6 months of appointment

Type/Location: Live (see SuccessFactors 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

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/Location: Online (NVeLearn)

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/Location: Live (see SuccessFactors for course listings)

Length: 3 hours

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

Authority: NRS 239.083(2)(a)