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MEMORANDUM
HR #17-26

April 14, 2026

TO: State Employees

FROM: Bachera Washington, Administrator *Bachera Washington*
Division of Human Resource Management

SUBJECT: DHRM MANDATORY COURSE ENROLLMENT IN NEOGOV – LEARN
EFFECTIVE JULY 1, 2026

The State's new Learning Management System, NeoGov Learn, launched last month and offers enhanced functionality for tracking and notifying employees of mandatory training requirements. To ensure these features operate effectively, the Learn system must accurately align each employee with their designated role (e.g., employee or supervisor).

Role associations for the *Whistleblower Protections – What, When & How?* course were activated shortly after Learn was implemented. The Division of Human Resource Management (DHRM) will begin activating employee and supervisor role associations for all remaining mandatory DHRM courses. Once activated, employees and supervisors will be automatically enrolled in courses assigned to their respective roles.

The following mandatory DHRM courses will have role associations activated on or after July 1, 2026:

Employees

- Sexual Harassment Prevention

Supervisors

- Equal Employment Opportunity for Managers and Supervisors

- Alcohol & Drugs in the Workplace
- 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

Please note that historical training data from NVeLearn and NEATS was not migrated into Learn. As a result, the system will default to requiring completion of these courses upon activation unless they have already been completed within Learn.

Upon completion of a mandatory course, Learn will automatically assign refresher training in accordance with applicable statutory or regulatory requirements.

Recommendation: To avoid unnecessary duplication of training, employees are advised not to complete statewide mandatory DHRM courses—other than the *Whistleblower Protections – What, When & How?* course—prior to July 1, 2026.