

Steve Sisolak
Governor



Laura E. Freed
Director
Matthew Tuma
Deputy Director
Mandy Hagler
Administrator - Risk Manager

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Risk Management

201 South Roop Street, Suite 201 | Carson City, Nevada 89701
Phone: (775) 687-1750 | www.risk.nv.gov | Fax: (775) 687-3195

MEMORANDUM

August 12, 2021

TO: All Agencies

FROM: Mandy Hagler, Administrator
Risk Management

SUBJECT: **Temporary Suspension of Mandatory Training Classes**

This memorandum is to inform all agencies that Risk Management will be temporarily suspending the mandatory in-person trainings it typically offers due to an insufficient number of trainers. The following mandatory courses are those that will be temporarily unavailable:

- Defensive Driving
- Workplace Violence: Recognition and Prevention
- Accident Investigations
- Basic Office Ergonomics
- CPR/AED

We understand this may create disruptions, and the division will reinstate these trainings as quickly as possible.

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.

Once these in-person classes are offered again, Risk Management will issue another all agency memo notifying agencies of that fact.

Thank you for your patience and understanding. Risk Management looks forward to once again serving agencies with these important courses for state employees.

If you have questions, please email Risk Manager, Mandy Hagler, at mhagler@admin.nv.gov or Deputy Risk Manager, Adria White, at awhite@admin.nv.gov.