



**DEPARTMENT OF ADMINISTRATION**  
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**All AGENCY MEMORANDUM #2011-10**

April 14, 2011

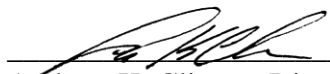
**TO:** Department Heads

**FROM:** Andrew K. Clinger, Director  
Department of Administration

**SUBJECT:** Workshop – New Guidelines for Contracting with State Employees

A workshop discussing changes to State guidelines regarding contracting with State employees will be held on Wednesday, May 4, 2011 from 2:00-4:00 p.m. at the Division of Health in room 303 at 4150 Technology Way. These changes will affect agencies that contract with current employees or former employees who have been out of state service for less than one year. Department heads and members of their staff (no more than two) are encouraged to attend.

Please register through NEATS under the course name “Workshop - Guidelines for Contracting with State Employees” Any questions should be directed to Financial Manager Steve Weinberger, Division of Internal Audits, at [sweinberger@iaudits.nv.gov](mailto:sweinberger@iaudits.nv.gov) or (775) 687-0130.

  
Andrew K. Clinger, Director  
Department of Administration