

Government Employee-Management Relations Board

SUGGESTED Board Roundtable Agenda

1. Welcome and Introductions

- Opening remarks from the Board Chair
- Training objectives and expectations

2. Purpose and Scope of the Board (by DAG - 10 mins)

- Mandate and legal foundation of the Board (NRS 288 and NAC 288)
- Jurisdiction and authority
- Principles of Administrative Justice and the DAG's role in ensuring the Board meets those principles

3. Roles and Responsibilities of the Board (15 mins)

- **Onboarding Materials**
- **EMRB Board Roles & Responsibilities**
- Overview of case types: Bargaining Unit Determinations, Representation Cases, Prohibited Practices (unfair labor practices, duty of fair representation), Petitions for Declaratory Order)

4. Conflict of Interest, Confidentiality, and Ethics (arranging for a live virtual training from Nevada Commission on Ethics) (60-80 minutes)

- Identifying and managing potential conflicts
- Maintaining strict confidentiality
- Ethical considerations and dilemmas in adjudication

5. Roles and Responsibilities of Hearing Panel Members (15 mins)

- Hearing Panel Roles
- Duties and expectations of members
- Importance of neutrality and impartiality
- Procedural fairness and principles of natural justice
- Rules of evidence and burden of proof

6. *Conducting a Hearing (might include a training video from the Attorney General's Office) (60-80 minutes)*

- Pre-hearing procedures and disclosures
- Managing procedural issues including prehearing motions, exhibits and objections to exhibits, objections and how to handle, and hearing decorum
- Hearing structure: opening statements, witness examination, cross-examination, listening and Board questions (**Hearing Process, Preparing Effective Questions, Active Listening and Handling Objections**)

7. *Deliberation and Decision-Making (15 mins)*

- Collaborative deliberation and independent judgment
- Evaluating evidence and assessing credibility
- Principles for consistent decision-making
- Issuing remedies and sanctions appropriately
- Suggestions by Board members for deliberation sessions – defending your judgment

8. *Writing and Issuing Decisions (by DAG – 15 mins)*

- Components of a well-structured decision
- Writing clear, objective, and legally defensible rulings
- Formatting, timelines, and common pitfalls
- Appeal and judicial review considerations

9. *Q&A, Reflections, and Wrap-Up*

- Open forum for questions and discussion
- Participant feedback
- Additional resources and follow-up (e.g. annual review of training materials)

OTHER TOPIC SUGGESTIONS?

ONBOARDING MATERIALS

Table of Contents

- 1. Board Pay and Travel Claim Information**
 - a. Claim for Preparation Day Pay**
 - b. NEATS Access**
 - c. Pay Period Schedule - FY26 PP01 – PP13**
 - d. Pay Period Schedule - FY26 PP14 – PP26**
- 2. Board Members and Staff Phone List - 2025**
- 3. DOS and DON'TS for Board Members**
- 4. Acceptable Use Agreement**
- 5. EMRB Board Roles and Responsibilities – 2025**
- 6. Panels Q&A (Quick Guide)**
- 7. Ethical Standards**
- 8. Nevada Commission on Ethics Quick Reference Guide**
- 9. Nevada Open Meeting Law (OML) – Quick Reference Guide**
- 10. OML Guidance – 2023**
 - a. Nevada Attorney General's Manual: Nevada Open Meeting Law – 12th Edition 2016 - Updated 2019**
- 11. Whistleblower Guide**
- 12. NRS 288**
- 13. NAC 288 (Unofficial as of September 13, 2024)**



EMRB Board Roles and Responsibilities

Government Employee-Management Relations Board

1. The 30,000 Foot View
2. The 1,000 Foot View
3. EMRB Factsheet
4. Department of Business & Industry
5. Government Employee-Management Relations Board Org Chart
6. The Board
7. Appointment and Terms of Office – NRS 288.080
8. Assignment of Board Members to Hearing Panels
 - What Does a Panel Do
 - Panel Q&A
9. What The Board Does
 - A. Role Overview
 1. Resolution of Contested Cases
 2. General Board Business
 3. Adoption of Administrative Rules
 4. Set the Fees for the Annual Assessments
 5. Appoint Staff
 - B. Limitations on the Board
 - C. Special Duties of Officers
10. Board Resources – Where Can I Find More Information
 - Website and Contact Information
 - Nevada Board and Commission Manual
 - Nevada Open Meeting Law
 - Nevada Code of Ethics
 - Robert's Rules of Order



GOVERNMENT EMPLOYEE- MANAGEMENT RELATIONS BOARD

Hearing Process, Active Listening, Preparing
Effective Questions, and Handling Objections

1. Learning Outcomes – Review, Describe, Construct
2. Your Role on the Board – A Board Member is An Impartial Adjudicator
3. Prepare for the Hearing
4. Using Active Listening Skills in a Hearing
5. Hearing Phases
 - A. Phase 1: Opening the Hearing
 - B. Phase 2: Complainant's Case-in-Chief
 - C. Phase 3: Respondent's Case-in-Chief
 - D. Phase 4: Complainant's Rebuttal Case
6. Questions by Board Members: How Do We Prepare Effective Questions
7. Objections
8. Let's Apply Our New Knowledge - Case Scenarios
 - A. Prepare Effective Questions Exercise
 - B. Handling Objections Exercise