

**UNLV EMERGENCY OR ADVERSE SITUATIONS
REMOTE WORK POLICY**


Responsible Administrator: Ericka Smith, Vice President and Chief Human Resources Officer

Responsible Office: Human Resources

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Approvals:



Jean Vock, Senior Vice President for Business Affairs & CFO

3/31/2020
Date



Christopher L. Heavey, Interim Executive Vice President and Provost

3/31/2020
Date



Marta Meana, President

3/31/2020
Date

Statement of Purpose

This policy provides guidelines and minimum expectations to those employees whose responsibilities can be performed outside the traditional office setting during emergency or adverse situations such as a pandemic, force majeure, or an unsafe work environment as deemed by the Governor or Nevada, the Chancellor of the Nevada State of Higher Education (NSHE), or the President of UNLV.

This Policy is intended to govern these temporary measures. UNLV has the discretion to modify or terminate remote work arrangements under this Policy at any time without prior notice unless mandated by the Governor of Nevada.

Entities Affected by this Policy

The University of Nevada, Las Vegas.

Who Should Read this Policy

All UNLV employees who are able to perform the core responsibilities of their jobs from home or another alternate work site and are working remotely, and those employees who supervise or manage employees who are working remotely.

Policy

Working remotely during an emergency or adverse situation does not change the terms and conditions of the individual's employment with UNLV. Generally, an employee will not be eligible to work offsite if they are required to be on-campus to carry out their responsibilities. However, in positions that lend themselves to telecommuting, the following requirements are currently in effect.

Consistency with existing policies and practices:

- Job performance will continue to be evaluated in accordance with University guidelines and procedures. Performance expectations and the evaluation process do not change because of remote work. However, supervisors have the right to assign alternate work assignments, as necessary that are in alignment with an employee's Position Description Questionnaire or Work Plan.
- Supervisors and employees are expected to comply with existing university rules, policies, practices and instructions. Violations may result in disciplinary action.

Supervisor Responsibilities:

- Determine which employees are eligible for remote work; allow remote work when it will not disrupt business operations or productivity.
- Establish and maintain regular communication with employees who are working remotely to assign work, provide direction and instruction, and review completed work.
- Establish standard work hours or agree upon flexible work schedules.
 - Account for time worked for hourly employees in the same manner as on-campus work.

Employee Responsibilities:

- Establish a [remote](https://www.it.unlv.edu/teaching-working-remotely/employees) (https://www.it.unlv.edu/teaching-working-remotely/employees) work environment that is conducive to working
- Be available during normal business hours. Employees shall maintain presence and accessibility as directed by their supervisor through laptop computer, mobile phone, email, messaging applications (including text messages), and/or videoconferencing during assigned work hours.
- Unless otherwise agreed, maintain regular work hours and days. Employees are responsible for accurately completing timesheets in accordance with University Policies and Procedures.

- Classified and non-exempt (hourly) employees who expect to work more than the standard number of hours should seek advance approval from their supervisor for overtime or compensatory time.
- Employees must continue to request advance approval for annual or sick leave. Requests for annual and sick leave shall be made through Workday unless otherwise directed by the supervisor.
- Complete job duties and responsibilities as if on campus. Work and maintain productivity, performance, communication and responsiveness to ensure business operations are continuing. This includes remaining available to participate in telephone or video meetings.
- While working remotely, an employee's salary, job responsibilities, and benefits will not change. However, employees may be required to perform alternate work, as assigned by the supervisor that is in alignment with an employee's Position Description Questionnaire or Work Plan under an existing Telecommuting Agreement.
- Communicate with supervisor to discuss the status of work assignments; provide written summaries of progress; and let supervisor know when additional assignments or work are needed. This information will be used to support performance evaluation.
- Do not use personal vehicle for UNLV business.
- Maintain safe and secure conditions and safety habits at the alternate work site.
- Employees will sign an inventory of all University equipment received. UNLV materials and equipment must be kept in a safe and secure area at the alternate worksite.
 - Employees agree to use university-owned equipment, records, and materials for purposes of university business only, and to protect them against unauthorized or accidental access, use, modification, destruction, loss, theft or disclosure.
 - Employees must promptly report any loss, damage, or unauthorized access to a supervisor.
- Follow [UNLV data privacy, security, and confidentiality policies](https://www.it.unlv.edu/policies) (https://www.it.unlv.edu/policies) and protect all confidential University documents from unauthorized access.
- Report to supervisor immediately any job-related injuries or accidents that occur during remote work.
 - In the case of injury, theft, loss or other liability, allow agents of UNLV to investigate and/or inspect with reasonable notice.
- Contact supervisor for office supplies as needed.
 - Be aware that no out-of-pocket expenses will be reimbursed without prior written approval from supervisor.
 - UNLV is not responsible for costs incurred related to residential insurance or utility costs.

Additional Guidance for Non-Exempt (Hourly) Employees:

- Employees who are eligible for overtime are required to take rest and meal breaks while working remotely.

- Hourly employees should account for time worked in the same manner as on-campus work or use alternate timekeeping as directed by the supervisor.

Related Documents

Essential Functions and Designated Employees Policy

[“Working Remotely For Employees,”](https://www.it.unlv.edu/teaching-working-remotely/employees) UNLV Office of Information Technology,
<https://www.it.unlv.edu/teaching-working-remotely/employees>

[March 17, 2020, UNLV President Marta Meana Message regarding remote work,](https://www.unlv.edu/news-story/update-university-operations-president-marta-meana)
<https://www.unlv.edu/news-story/update-university-operations-president-marta-meana>

[March 16, 2020, NSHE Chancellor Thom Reilly Memorandum Guidance on COVID-19 – NSHE System Working Remotely,](https://nshe.nevada.edu/2020/03/nshe-chancellor-thom-reilly-issues-updated-guidance-on-covid-19-working-remotely/) <https://nshe.nevada.edu/2020/03/nshe-chancellor-thom-reilly-issues-updated-guidance-on-covid-19-working-remotely/>

Employee definitions policy (forthcoming)

[UNLV Novel Coronavirus COVID-19 Website,](https://www.unlv.edu/coronavirus) <https://www.unlv.edu/coronavirus>

[Centers For Disease Control and Prevention Coronavirus \(COVID-19\) Guidelines,](https://www.cdc.gov/coronavirus/2019-ncov/index.html)
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Contacts

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Definitions

On-campus – Facilities owned and/or operated under the umbrella of the University of Las Vegas, Nevada.

Off-campus – Location that is not a facility owned and/or operated under the umbrella of the University of Las Vegas, Nevada (UNLV).

Remote Work – A work arrangement in which all or part of the work is performed at an off-campus location.