


Policy Number:	Date Revised	Governor's Signature
Policy #:	December 2023	

REMOTE WORK

THIS POLICY REPLACES ALL AGENCY REMOTE WORK/WORK FROM HOME/TELEWORK POLICIES IN PLACE EFFECTIVE IMMEDIATELY.

It is the policy of the State of Nevada to provide in-person services for the majority of its operations serving both internal and external customers. It is the intent of the Governor that remote work is the exception, not the rule. Remote work agreements shall be approved on an individual basis and not appropriate to be ubiquitous across entire departments, divisions, budget accounts, job titles, or other broad categorizations.

Remote work agreements are a limited discretionary privilege, provided for the benefit of the State of Nevada, subject to conditional approval on a case-by-case basis, and may be revoked or amended at any time.

PURPOSE

To establish procedures and provide guidance to Executive Branch employees regarding the remote work program.

SCOPE

This policy applies to all employees working under the authority of the Executive Branch of the Nevada State Government – all agencies, boards, commissions, offices, authorities or other governmental budget units in the State Human Resources System.

POLICY

A remote work agreement may be approved under certain circumstances or when special conditions prevent an employee from working in their office location.

Special arrangements related to health or medical accommodations are handled by separate procedures.

It is the responsibility of the employee and supervisor to review the agreement prior to its expiration and receive approval in order to extend it.

This is the policy of the Governor and denial of an employee's request is not subject to any grievance procedure, reconsideration or appeal.

Employees approved for secondary employment are not eligible for remote work agreements.

Remote work is a management option and not an employee entitlement or right. An agency may terminate a remote work agreement at its discretion. Working remotely is not a universal employee benefit, as not all jobs are appropriate for remote work.

This policy applies to:

- Employees who work remotely any number of hours on a permanent basis; and
- Employees who routinely work in the field (such as police, auditors or social service employees providing home visits) for the time they are not working in the field if they are not working in an assigned office space

This policy does not apply to:

- Employees who routinely work in the field (such as auditors or social service employees providing home visits) for the time they are working in the field;
- Employees who are working remotely due to extenuating circumstances for a single period of less than three days; and
- Employees on a Performance Improvement Plan (PI) or those whose most recent evaluation does not meet standards as those employees are not eligible for remote work.

Responsibility

Management responsibilities:

1. The Department Director is required to pre-approve remote work by signing the Work from Home Agreement form. Work from home agreements are subject to review and audit by the Division of Human Resources Management.
2. Managers/Leads/Supervisors are responsible for:
 - a. Ensuring teams work collaboratively, regardless of the work location while fostering a culture of inclusiveness.
 - b. Ensuring remote work employee(s) comply with this policy.
 - c. Ensuring remote work employees have accountability mechanisms in place and are accomplishing their tasks efficiently.
 - d. Conducting regular communication with remote work employees and notifying them of pertinent meetings.
 - e. Ensuring Work Performance Standards (HR-14) are current, and Employee Reports on Performance (HR-15) are conducted timely for employees requesting a remote work agreement. Only employees who meet or exceed work performance standards are eligible for remote work.
 - f. Identifying any restricted access, confidential material or personally identifying information necessary for the employee to complete their assigned work and arranging for and ensuring such data is only used as

- needed for assigned work and that any data accessed remotely is protected from unauthorized access by individuals not authorized to see such data.
3. An employee's schedule when working remotely must be established with their supervisor.
 4. No State positions shall work remotely for 100% of their work schedule. The only exception to this rule is for workers who are permanently stationed outside of the State.

Employees are required to:

1. Sign the Remote work Agreement form and comply with this policy. Employees must understand that the privilege to work remotely can be rescinded at any time at the discretion of the supervisor.
2. Establish and maintain a dedicated workspace that is quiet and clean with adequate lighting and ventilation. This workspace must be a safe, secure, professional working environment in adherence with all applicable agency policies regarding safety, workplace attire, and other professional expectations.
3. Not conduct in-person business visits or meetings with professional colleagues, customers, or the public at any approved alternative work location. However, this policy does not prohibit employees from conducting business at other appropriate locations that would normally occur even without a remote work agreement.
4. Maintain a substance-free workplace during working hours.
5. Follow established best practices and employing agency policies for maintaining communications.
6. Ensure any physical or electronic documents or records used or accessed at a remote location are not permanently stored at the remote work location and are timely returned to the designated office location. Electronic documents and records that are used while working remotely are to be stored in the employing agency's record system when not in active use.
7. Ensure that unauthorized individuals do not have access to work-related data. Security and confidentiality shall be maintained by the employee at the same level as expected at all worksites. Restricted access or confidential material shall not be taken out of the primary duty location or accessed through a computer unless approved in advance by the supervisor and the Office of the Chief Information Officer. VPN access is required to access such data.
8. Affirm completion of all assigned cybersecurity and agency-specific security training in the remote work agreement (e.g., HIPAA, FERPA or other agency specific security requirements).
9. Be accessible by management during remote work hours.
10. Advise their supervisor or their designee of their break and lunch periods.
11. Notify their supervisor of any deviation from their approved schedule.
12. Advise their assigned supervisor of their work progress as agreed to in the remote work agreement.
13. Devote their full time, attention, and efforts to their assigned work during agreed upon work hours.

14. Accurately record appropriate leave and overtime when working remotely as they would if the remote work agreement were not in place. Approval for leave and overtime must be obtained in accordance with agency policy.
15. Turn their camera on during video meetings.

Conditions:

1. Remote work assignments do not change the conditions of employment or required compliance with policies.
2. The remote work locations must be approved by agency management.
3. The agency and the employee must agree to remote work arrangements.
4. An employee's compensation and benefits will not change as a result of remote work arrangements.
5. The total number of hours employees are expected to work will not change, regardless of work location.
6. Procedures must be in place to document the work hours of those who work remotely and ensure compliance with the Fair Labor Standards Act.
7. Working remotely is not intended to serve as a substitute for child or adult care.
8. Remote work is not intended to offset the use of sick leave, Family and Medical leave, Workers Compensation leave or any other type of leave.
9. Remote work is not an option to hire an employee who does not live in their assigned geographic work area. The only exception is for employees who are permanently stationed out-of-state. Positions reassigned to an alternate geographic location in the state should be based in a designated state office location.
10. Managers/Leads/Supervisors may require employees to report to a central workplace as needed for work-related meetings or other events.

Workers Compensation Liability:

Any on-the-job injury claims incurred while in remote work status may require an investigation depending on the circumstances. Employee reporting requirements, timeframes, documentation, and drug testing are still applicable for any worker compensation claims.

Per the Occupational Safety and Health Administration (OSHA), the State is not responsible for the safety conditions within a remote work location. However, a safety/ergonomic evaluation can be arranged by the employing agency if necessary and requested.

Equipment and Materials:

Employees may not use any computer equipment not covered under an acceptable use policy.

1. Issued equipment may be used only for authorized State purposes by authorized employees.
2. Employees are responsible for protecting State-owned or issued equipment from theft, damage and unauthorized use.
3. Issued equipment used in the normal course of employment will be maintained, serviced and repaired by the State.
4. The State will stipulate who is responsible for transporting and installing equipment, and for returning it to the central workplace for repairs or service.

Costs Associated with Working from Home:

The State will not assume responsibility for operating costs, secure internet connectivity, home maintenance or other costs incurred by employees working remotely. The internet connection must have sufficient speed and capacity to accommodate work-related tasks.

Mileage reimbursement will NOT be provided for travel between the remote work location and the assigned work office for remote workers. Mileage reimbursement may be granted for travel between the remote work location and the location of a meeting, etc., that is not being held at the primary duty location, in accordance with State and Federal regulations. This is inclusive of requirements in the State Administrative Manual, particularly that reimbursed mileage must be reduced by the roundtrip mileage between the remote workplace and the assigned work office.

Security of State Information:

Employees must safeguard the State's information used or accessed while working remotely. Employees must agree to follow all applicable security procedures in order to ensure confidentiality and security of data while working remotely. Work performed while working remotely is considered official State business; therefore, the State may establish specific working conditions that apply to employees working remotely.

Policy Exceptions:

On occasion there are special circumstances that may permit an exception to this policy. Exceptions, while not common, require the approval of the agency Director.