



NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORATION

TELEWORKING – EMPLOYEES AND TEMPORARY WORKERS

Policy Area: Payroll and Human Resources	Number: 500.G
Initial Effective Date:	Initial Approved Date:
Approved by: NAHAC Board of Directors	
<p>PURPOSE:</p> <p>To provide for a work arrangement that allows NAHAC employees and temporary workers to work from home for all or some of their regularly scheduled work hours. Although not all jobs can be performed satisfactorily from other locations, NAHAC recognizes that, in some cases, telecommuting arrangements can provide a mutually beneficial option for NAHAC and its employees.</p> <p>POLICY:</p> <p>It is the policy of NAHAC to allow employees and temporary workers to telework on a temporary or permanent basis at the discretion of the CEO/Executive Director, or equivalent management official. Such arrangements should be for a valid business purpose, including local or national emergencies, inclement weather, medical purposes, or other purposes as approved by the CEO/Executive Director, or equivalent management official. In the absence of the CEO/Executive Director, such arrangements should be approved by the Board Chair. All telework arrangements should adhere to the following guidelines:</p> <p><i>Compensation and Work Hours:</i></p> <p>Compensation, benefits, work status, work responsibilities, or amount of time expected to be worked each day or pay period will not change due to participation in a telework arrangement. Employees are expected to work during their normal scheduled work hours. Any deviations from normal scheduled work hours should be approved by the CEO/Executive Director, or equivalent management official. Exempt salaried employees are expected to continue to dedicate the amount of hours that, in their judgment, is necessary to ensure that all job duties are fulfilled. This may, for example, require that such employees work outside of normal work hours. Hourly employees and temporary workers must send an email to all personnel for the times they start and stop working, including any breaks in work hours. For non-exempt employees, all time spent working should be recorded on time cards, and conversely, time spent on non-work related matters should not be recorded or claimed as working time.</p> <p><i>Workspace:</i></p> <p>Employees and temporary workers should establish an appropriate remote work environment that is free from distraction, as far as possible, and dedicate their full attention during normal scheduled work hours. The remote workspace should be maintained in a safe condition, free from hazards or other dangers to the person and to NAHAC equipment.</p>	



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Communication:

Absent special circumstances, in person meetings are to be replaced with electronic meetings and telephone conferences. All email correspondence (both internal and external) should include (via CC) the person's direct supervisor and CEO/Executive Director, or equivalent management official, as directed. All employees and temporary workers should have a phone call at least daily with their direct supervisor or the CEO/Executive Director.

Equipment and Other Resources:

The company will provide specific equipment and other resources for those who are teleworking to perform their current duties, as determined by the CEO/Executive Director, or equivalent management official. This equipment and other resources may include hardware, computer software, email, connectivity to host applications, and other applicable equipment or supplies, as deemed necessary by management. These resources are to be used for NAHAC business purposes only, and access to such resources should be limited to use by the designated individual. Personal devices or accounts should not be used to conduct NAHAC business, or access or store non-public NAHAC data, unless authorized in writing by the CEO/Executive Director, or equivalent management official. NAHAC resources should not be made accessible to others not employed or expressly authorized by NAHAC. Individuals who are teleworking are expected to demonstrate proper care when using NAHAC equipment and other resources. If equipment or other resources are lost, broken, or damaged in any way, it should be reported to management immediately. Upon termination of employment, all company data, information, and property must be returned to the company immediately, unless other arrangements have been made. Individuals should refer to the Employee Handbook for additional information regarding use of NAHAC property and other resources.

Security and Data Protection:

Consistent with the expectations of information security for employees and temporary workers working at the office, telecommuting employees will be expected to ensure the protection of non-public information while telecommuting. Such security measures should include the use of physical locks to secure the remote workspace (where possible), regular password maintenance, standards for the transmission of public, sensitive, and private data as outlined in Section 2 (Asset Protection) of the Information Security and Safeguards Program ("ISSP"), and any other measures appropriate for the environment. Additionally, telecommuting employees must adhere to the NAHAC policy for the acceptable use of NAHAC information assets in their care as outlined in Section 5 (Acceptable Use) of the ISSP. Data should not be shared and should be safeguarded from outside sources, including family and friends. Employees and temporary workers should refer to the ISSP for additional information regarding the security and protection of information.