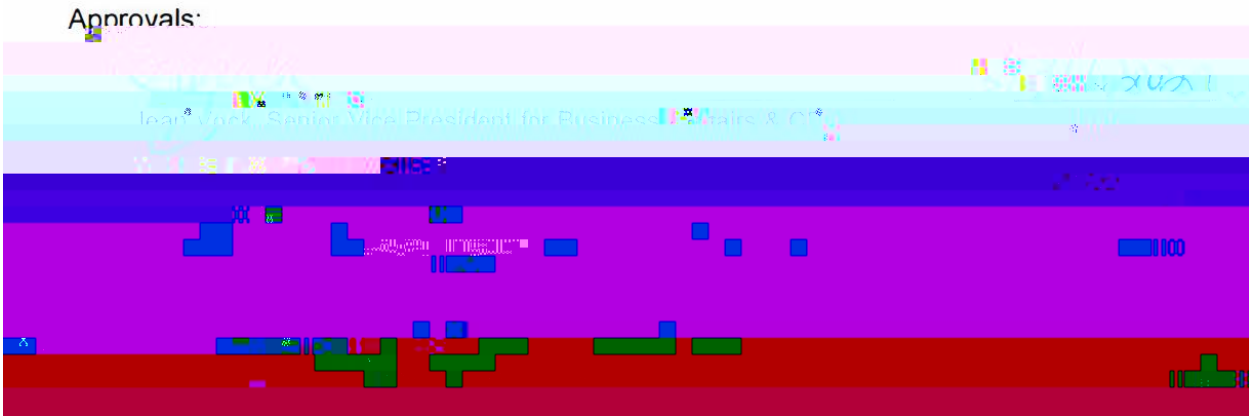


## UNLV EMERGENCY OR ADVERSE SITUATIONS REMOTE WORK POLICY

Responsible Administrator: Human Resources

Originally Issued: March 31, 2020

Revision Date: N/A



### 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.



- ◁ 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
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