



Alternative Work Arrangement Procedure (HR 7.2 - P. 2)

PROCEDURE STATEMENT

As a supplement to NSHE's Fully Remote & Temporary Remote Work policy, the State of Nevada Remote Work Policy, and Nevada State's Alternative Work Arrangement Policy (HR7.2), this document identifies and describes the required procedures and guidelines related to requests and approvals of alternative work arrangements as outlined in policy.

PROCEDURE

I. Position Designation

Part-Time Instructor (PTI), Administrative Faculty and Classified positions must be designated as fully remote or temporary remote work eligible. The position designation process for each is outlined below:

A. Fully Remote Work (PTI only)

1. Supervisor submits a written request which must include the recommendation and signature of the appropriate Campus Executive (President, Provost, or Vice President) to Human Resources (HR). The request shall set forth compelling reasons that articulate why it is in the best interest of Nevada State to recruit for the position as Fully Remote as opposed to a traditional in-person position.
2. HR reviews request to ensure it contains required information and position classification is eligible for fully remote work.
3. HR submits request to the President or their respective designee. The President or designee has final approval authority for all requests.
4. HR communicates the decision to the Campus Executive and supervisor. If the request is approved, HR will formally designate the position as Fully Remote eligible in the appropriate system.

B. Temporary Remote Work (TRW) (Administrative Faculty and Classified Only)

1. Supervisor signs and submits a written request to the appropriate Campus Executive (President or Vice President). The written request shall include the following:
 - a. Statement detailing how the request meets one of the following acceptable justifications:
 - i. *Hard-To-Fill Position*: A hard-to-fill position is a vacancy that most recruiters find challenging to fill. Most of the time, this kind of job requires specific expertise or experience or has a set of risks or demands that narrows a talent pool.
 - ii. *Nature of Work*: The nature of the work does not require a physical

- presence in the office or at the NSHE designated worksite location.
- b. Specific measurable standards of performance that includes:
 - i. Employee performance expectations and goals must be consistent with those of the position and responsibilities outlined in the position (or job) description. Work location should not alter duties and responsibilities of the position.
 - ii. Where possible, specific performance goals (including measurable metrics) must be established.
 - iii. Specific mode of acceptable communication and expectations for an employee working from a remote work location.
 - iv. Specific work schedule and specific daily or weekly check-in meeting by the supervisor and employee.
 - v. Other metrics as deemed necessary or appropriate by the supervisor.
 2. The Campus Executive may recommend approval of the request or may deny the request. If approval is recommended, the Campus Executive signs the request and submits the document to HR.
 3. Upon receipt of the request, HR will evaluate the request and make a recommendation to the President or their designee.
 4. The President or designee has final approval authority for all requests.
 5. HR communicates the final decision to the Campus Executive and supervisor. If the request is approved, HR will formally designate the position as TRW eligible in the appropriate systems.

II. Alternative Work Arrangement (AWA) Requests

A. Temporary Remote Work (TRW) & Compressed Work Schedules

1. Eligible employees submit a signed Alternative Work Arrangement (AWA) Request to their supervisor prior to engaging in a TRW or compressed work schedule.
2. Within fourteen (14) business days of receiving the request, the supervisor shall recommend approval or denial of the request. The supervisor, in their review of the request, must consider the following:
 - i. Employee's eligibility for the AWA being requested.
 - ii. Whether the employee can perform the tasks of position remotely or outside of normal business hours, taking into consideration the ability to attend in-person meetings, fulfill student, colleague, and public service responsibilities, or other work-related commitments.
 - iii. How office operations will be maintained with adequate coverage during normal business hours.
 - iv. Whether the employee demonstrates the ability to work independently.
 - v. The ability to maintain confidentiality with appropriate safeguard in place to secure confidential data and information.
 - vi. Whether increased employee engagement will be supported through improved work/life balance.
 - vii. The equity and consistency of the arrangement as applied to other similarly situated employees.
 - viii. The ability to confirm reported time for non-exempt employees.

If the supervisor is recommending approval of the request, they must sign the request and submit it to the appropriate Campus Executive.

3. Within fourteen (14) business days of receiving an AWA request and agreement form, the Campus Executive shall, in consultation with HR and, if necessary, the supervisor, approve or deny the AWA request.
4. The Campus Executive shall communicate the final decision to the supervisor and employee and submit the AWA request to HR.
5. HR will file the approved documents in the employee's personnel file.

Any modification to an agreement that is approved through this section must be resubmitted and follow the process outlined in this section.

All agreements shall be subject to review annually, to correspond with the fiscal year (July 1 to June 30) or whenever there is a change in the supervisor, employment status, office conditions, or job duties.

B. Situational Telecommute and Flex Time

1. Eligible employees submit a written request to their supervisor. Requests may be submitted via memo or email and must include the following details:
 - i. Begin and End dates of the AWA request.
 - ii. Address of the remote work location (Situational Telecommute)
 - iii. Starting and departure times (Flex Time)
2. The supervisor shall approve or deny the request. In reviewing the request, the supervisor should consider the following:
 - i. Employee's eligibility as noted in policy.
 - ii. Employee's ability to perform all assigned duties and responsibilities during the AWA.
 - iii. Impact to the department, staffing levels, and service delivery.

The supervisor shall provide their decision in writing to the employee.



CONTACTS

SUBJECT	CONTACT	PHONE	EMAIL
Primary Contact(s)	Human Resources	702.992.2320	hr@nevadastate.edu

SIGNATURES

NAME & TITLE

DATE

	Gloria J. Walker Name, Vice President of FBO	04/25/2024
	DeRionne Pollard Name, President	4.28.2024