

Telecommuting Policy

Policy 2.9



POLICY

Per Nevada Revised Statute 561.105, the Board of Agriculture shall establish the policy of the Nevada Department of Agriculture (NDA).

The Telecommuting Policy shall ensure telecommuting as an option for those who meet the eligibility requirements outlined within the policy’s accompanying procedure and is a work alternative, not an entitlement nor a statewide benefit and does not change the terms and conditions of working at the NDA.

The NDA may not require an employee to telecommute, except during authorized emergencies as declared by the Governor pursuant to NRS 414.070, and employees may not demand the right to telecommute. The policy shall also meet applicable federal and state statutes, Nevada Administrative Code (NAC) and applicable federal, state and department, policies, procedures, manuals, handbooks, directives and systems.

POLICY EFFECTIVE DATE

June 9, 2021

LAST REVISED DATE

April 23, 2021

REFERENCES (not all inclusive)

NRS 284; NAC 284; State Employee Handbook; NDA Telecommuting Procedure

POLICY REPLACES A PREVIOUS POLICY DATED

This is the first Telecommuting Policy therefore it does not replace a previous policy.

RESPONSIBILITIES

The leadership team, consisting of the director, deputy director, and each administrator shall uphold the policies set forth by the Board of Agriculture.

APPLICABILITY

This policy applies to all NDA staff, and those who work on behalf of the NDA.

APPROVED BY:

Director

Date

Board of Agriculture

Date

This policy is not a substitute for relevant law or regulation, nor does it establish additional rights beyond those provided in law and regulation. This policy is intended to be used in conjunction with the state law and the Rules for State Personnel Administration (NRS & NAC 284).