

Pyramid Lake Paiute Tribal Council

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RESOLUTION NO.: PL 039-40

RESOLUTION OF THE TRIBAL COUNCIL OF THE PYRAMID LAKE PAIUTE TRIBE NIXON, NEVADA

WHEREAS, the Pyramid Lake Paiute Tribe is organized pursuant to the provisions of Section 16 of the Indian Reorganization Act and is federally recognized by the United States Government through the Secretary of the Interior for the Administration of programs and services for the residents of the Reservation; and

WHEREAS, the Pyramid Lake Paiute Tribal Council is the duly elected governing body of the Pyramid Lake Paiute Tribe, charged with the responsibility of establishing policy and taking action to provide administration guidelines; and

WHEREAS, the Pyramid Lake Tribal Human Resources department acknowledges the importance of protecting employees from possible exposure to the highly contagious COVID-19 coronavirus and has submitted Section 16. Telecommuting policy for use to the Executive Officer per direction; and

WHEREAS, the Pyramid Lake Paiute Tribal Council established a Tribal Personnel Committee to review the Personnel Policies and Procedures Manual, recommending revisions by resolution determined necessary for the proper management and administration of the Personnel System; and

WHEREAS, due to the Tribe's current state of emergency due to the COVID-19, Coronavirus, the Personnel Committee has not reviewed attached proposed addition of Section 16. Telecommuting; and

WHEREAS, all employers need to consider how best to decrease the spread of acute respiratory illness and lower the impact of COVID-19 in their workplace in the event of an outbreak in the US. They should identify and communicate their objectives, which may include one or more of the following: (a) reducing transmission among staff, (b) protecting people who are at higher risk for adverse health complications, (c) maintaining business operations, and (d) minimizing adverse effects on other entities in their supply chains; and

WHEREAS, the Executive Team in conjunction with Tribal Chairman have reviewed the proposed addition to the Personnel Policies and Procedures Manual and recommends approval of the same.

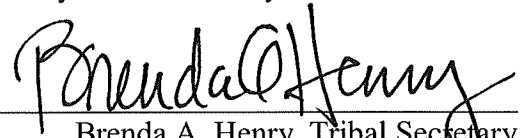
NOW, THEREFORE BE IT RESOLVED, that the Pyramid Lake Paiute Tribal Council, governing body of the Pyramid Lake Paiute Tribe, hereby accepts the

recommendation of the Executive Team and approves the attached revision to the Tribal Personnel Policies and Procedures Manual:

SECTION 16. TELECOMMUTING

CERTIFICATION

It is hereby certified that the foregoing resolution of the Pyramid Lake Paiute Tribal Council, the governing body of the Pyramid Lake Paiute Tribe, composed of ten members, of whom **ten (10)** constituting a quorum were present at a meeting duly held on the **18th** day of **March**, 2020 was adopted by the affirmative vote of **seven (7)** for and **zero (0)** against and **one (1)** abstentions pursuant to the authority contained in the Constitution and By-Laws of the Pyramid Lake Paiute Tribe.



Brenda A. Henry, Tribal Secretary
Pyramid Lake Paiute Tribal Council

**PYRAMID LAKE HUMAN RESOURCES DEPARTMENT
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All employers need to consider how best to decrease the spread of acute respiratory illness and lower the impact of COVID-19 in their workplace in the event of an outbreak in the US. They should identify and communicate their objectives, which may include one or more of the following: (a) reducing transmission among staff, (b) protecting people who are at higher risk for adverse health complications, (c) maintaining business operations, and (d) minimizing adverse effects on other entities in their supply chains.

PLPT Human Resources acknowledges the importance of protecting employees from possible exposure and submits the interim Section 16. Telecommuting policy for use. The following process is put into place to ensure contact is limited & contained to ensure the Tribe is looking out for the health & safety of its employees, tribal and community members.

Telecommuting employees will be instructed to monitor the mainstream media, Tribal Social Media and their email for updates on the current status of the tribe's decision to direct employees to work at home. Notification will be made by email and phone by the immediate supervisor to return to work.

Respectfully Submitted,

Lesley Hawley, HRM

SECTION 16 TELECOMMUTING

16.1 DEFINITION

Telecommuting is a work arrangement that allows employees to work at home or at some other off-site location for all or some of their regularly scheduled work hours. Although not all jobs can be performed satisfactorily from other locations, Pyramid Lake Paiute Tribe, recognizes that, in some cases, telecommuting arrangements can provide a mutually beneficial option for both PLPT and employees.

16.2 EMPLOYEE ELIGIBILITY

Employees eligible for a telecommuting arrangement must:

- have worked at the Pyramid Lake Paiute Tribe or entities for one year;
- possess good time-management and organizational skills; and
- be self-motivated, self-reliant, and disciplined.

This may be waived however if the need justifies the means.

16.3 POSITION ELIGIBILITY

Not all jobs can be performed from off-site locations. In general, position requiring face-to-face interaction with customers, over the counter employees, and service personnel are not suitable for a telecommuting arrangements.

16.4 TYPES OF ARRANGEMENTS

While employees and supervisors have the freedom to develop arrangements tailored to department needs, however the basic requirements must be met:

- Employees must be able to carry out the same duties, assignments, and other work obligations at their home office as they do when working on PLPT's premises.
- The workweek for all full-time regular employees 40 hours, divided into five days, Monday through Friday, with employees scheduled to work eight hours per day.
- Employees must be available to attend scheduled meetings and participate in other required office activities at the home office as needed. Except for extraordinary circumstances, PLPT normally provides at least 24-hour notice for such events.

16.5 EQUIPMENT/FURNISHING/OFFICE SUPPLIES

PLPT does not provide telecommuting employees with equipment or office furnishings for their home offices. Laptops and small printers may be used if the work assigned necessitates. All office equipment must be used for the proper assignments in a manner that is efficient and expeditious. Depending on the nature of their jobs, this may require having computers, printers, computer software, fax machines, data & telecommunications equipment, internet access and other equipment available for their use.

Employees are responsible for providing office furnishings such as desks, chairs, file cabinets, and lighting – at their own expense.

PLPT provides common office supplies, such as paper, pencils, pens and paper clips for employees' use in their home offices.

16.6 REQUEST PROCESS

Telecommuting arrangements are approved by supervisors on a case-by-case basis. Telecommuting might not be feasible within some departments or for certain positions within a department. Employees interested in telecommuting arrangements should discuss the matter with their supervisors and complete a Telecommuting Request by memorandum to their direct supervisor.

16.7 OTHER REQUIREMENTS / RESTRICTIONS

PLPT has the right to cancel or suspend employee telecommuting privileges at any time, for any reason PLPT justifies the denial.