

**RESOLUTION OF THE SUMMIT LAKE PAIUTE COUNCIL  
SUMMIT LAKE PAIUTE TRIBE  
OF THE  
SUMMIT LAKE PAIUTE RESERVATION, NEVADA**

**RESOLUTION NO.: SL-40-2020**

**TITLE: ADOPTING TELECOMMUTING POLICY**

**WHEREAS,** the Summit Lake Paiute Tribe, is organized pursuant to Section 16 of the Indian Reorganization Act of June 18, 1934 (48 Stat. 984) as amended, with the Articles of Association, and approved by the Secretary of the Interior on January 08, 1965, granting certain powers to the Summit Lake Paiute Council; and

**WHEREAS,** the Summit Lake Paiute Tribe is responsible for personnel matters and the organization of operating policies to provide the best resources available got the Summit Lake Paiute Tribe on behalf of its tribal membership including tribal natural resources staff; and

**WHEREAS,** throughout the early part of the year 2020, multiple cases of the coronavirus 2019 or COVID-19 appeared in the United States causing the governors of multiple states, including Nevada, to declare states of emergency over this public health pandemic; and

**WHEREAS,** the Summit Lake Paiute Council has the responsibility to protect its employees and Tribal members from contracting and preventing the spread of this virus, and;

**WHEREAS,** preventing the spread and contraction of this virus may require conducting business differently from how Tribal departments normally operate; and

**WHEREAS** an emergency revision to the Personnel Manual outlining the Tribe's Telecommuting Policy has been drafted.

**NOW THEREFORE BE IT RESOLVED** that the Summit Lake Paiute Council adopts the emergency personnel policy revisions in the form of Telecommuting Policy, and that the conditions outlined therein will be effective immediately.

**C-E-R-T-I-F-I-C-A-T-I-O-N**

I, **Eugene Mace, Sr., Secretary/Treasurer**, of the Summit Lake Paiute Council, hereby certify that the above **Resolution No.: SL- 40 -2020** was brought before the Summit Lake Paiute Tribal Council at a duly held meeting on **March 21, 2020**, with 5 members of the Tribal Council present, constituting a quorum, with the following votes to enact **Resolution No. SL-40 -2020**; 4 FOR, 0 AGAINST, and 0 ABSTAIN; with the Tribal Chairwoman presiding and not voting, this Resolution has not been rescinded, revoked or amended.

03/21/2020  
Date

Eugene Mace  
Eugene Mace, Sr., Secretary/Treasurer  
Summit Lake Tribal Council



## SUMMIT LAKE PAIUTE TRIBE

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### SUMMIT LAKE PAIUTE COUNCIL

Chairwoman: Randi Lone Eagle • Vice-Chairperson: Nedra Crane  
Secretary/Treasurer: Eugene Mace Sr. • Council Member: Philip Frank • Council Member: Steven Crane

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## EMERGENCY PERSONNEL POLICY REVISIONS – TELECOMMUTING POLICY

Adopted by the Summit Lake Paiute Council  
March 21, 2020

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.

The Summit Lake Paiute Council acknowledges the importance of protecting employees from possible exposure and submits the interim 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.

### 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, Summit Lake Paiute Council recognizes that, in some cases, telecommuting arrangements can provide a mutually beneficial option for both the Summit Lake Paiute Tribe (SLPT) and its employees.

### 2. EMPLOYEE ELIGIBILITY

Employees eligible for a telecommuting arrangement must:

- have worked at the Summit Lake Paiute Tribe 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, as in the case of a public health emergency.

### **3. POSITION ELIGIBILITY**

Not all jobs can be performed from off-site locations. In general, positions requiring face-to-face interaction with customers or tribal members or interaction with financial or confidential documents and files are not suitable for a telecommuting arrangements.

### **4. TYPES OF ARRANGEMENTS**

While employees and supervisors have the freedom to develop arrangements tailored to department needs, 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 SLPT'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, unless the employee is working under an alternate work schedule, as indicated by the Employee Action Form.
- 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, SLPT normally provides at least 24-hour notice for such events.

### **5. EQUIPMENT/FURNISHING/OFFICE SUPPLIES**

SLPT 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.

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

### **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 to their direct supervisor.

In certain circumstances (i.e., a public health emergency), a department or certain employees may be instructed by their direct supervisor to telecommute without having requested this accommodation. In this case, the employee is expected to follow this directive in cooperation with the direct supervisor.

### **7. OTHER REQUIREMENTS / RESTRICTIONS**

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