



Office of Human Resources

To: CSN Administrative Faculty and Staff
From: Bill Dial, Chief Human Resources Officer
Date: March 17, 2020
Re: College of Southern Nevada Temporary Telecommuting Program

Colleagues,

As you have read earlier from Dr. Zaragoza's message, NSHE and CSN are moving to a temporary telecommuting environment beginning March 18, 2020. CSN HR is working with all departments across the college in rolling out the temporary telecommuting program and work arrangements for employees whose job duties are conducive to working from home but who do not regularly telecommute.

These arrangements are expected to be short term, and CSN will continue to monitor guidance from health officials and the continued need for temporary remote work arrangements. Employees should not assume any specified period of time for telework, and CSN may require employees to return to regular, in-office work at any time. However, care will be taken to give as much notice as possible to the employee.

CSN Leadership has identified three categories of work groups during this transitional period: Essential/On-Campus; Essential/Off-Campus; Non-Essential/Off-Campus. **Beginning March 18, 2020:**

Essential/On-Campus: This group of employees will report to their campus and work-station to ensure continuity of on-campus services.

Essential/Off-Campus: This group of employees will work remotely under the CSN temporary telecommuting program; and be accessible to supervisors.

Non-Essential/Off-Campus: This group of employees will be placed on paid administrative leave, but will be expected to report to work as required and be accessible to supervisors.

Each Executive Council member is communicating across their workgroups to identify the employees in each category. Once identified, supervisors will work with the employees in these positions to put in place a temporary telecommuting agreement and arrange for telecommuting to occur. The telecommuting form can be found at the following link: [CSN: COVID 19](#), and, those employees who have been identified to telecommute will receive an email with the form attached, which they can complete at that time and send to their supervisor.



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If you have any additional questions, please work your supervisor or contact CSN Human Resources at 702-651-7489.

Regards,

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