

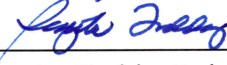
THE NAVAJO NATION

JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE-PRESIDENT



MEMORANDUM

TO : Division Directors, Department and Program Managers
Executive and Legislative Branches

FROM : 
Reycita Toddy, Delegated Human Resources Director
Department of Personnel Management

DATE : February 26, 2021

SUBJECT : **Telecommuter's Agreement Instructions**

Please be advised that the Telecommuter's Agreement Instructions are released to ensure compliance and provide guidance in filling out the agreement. These instructions are intended to streamline the document turnaround time. For liability purposes, all telecommuter's agreements must be approved prior to implementation.

Additionally, to provide guidance in navigating telecommuting, the Telecommuting Best Practices are attached.

Should you have any questions, please feel free to contact the Department of Personnel Management – Employee Relations at (928) 871-6153. Thank you.

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TELECOMMUTER'S AGREEMENT

In accordance with the Department of Personnel Management's "TELECOMMUTING PROCEDURES" We, the supervisor, on behalf of the Navajo Nation, and _____, collectively referred to as the "Parties", enter into this Telecommuter's Agreement to allow Employee to telecommute for the duration and per the conditions provided in this Agreement. The Parties agree that home-based telecommuting is at the discretion of the employer, and subject to discontinuation by the supervisor at any time. This agreement shall be in effect from _____ at _____ until _____ at _____. Employee's work schedule shall be [e.g., MONDAY THRU FRIDAY, 8AM-12PM, 1PM-5PM].

The Navajo Nation will pay the following work-related expenses during the Telecommuting period:

- Maintenance and repair of equipment, including cellular phones, owned by the Navajo Nation and duly-issued to the employee for the Telecommuting period.

The Navajo Nation will not pay for the following expenses during the Telecommuting period:

- Any and all day-to-day expenses not covered by the Navajo Nation under normal circumstances
- Cost, maintenance, or repairs of privately owned equipment
- Utility costs related to the use of equipment or home office
- Travel expenses associated with commuting to the regular worksite.

Telecommuting days are scheduled and shall not be substituted without advance approval of the program manager or supervisor. Employee shall appear at the main worksite _____. Employee shall work remotely _____.

Employee must be available by phone or email during work hours. Employee shall respond to emails and phone calls/messages in a timely manner.

Except to the extent the terms of this agreement conflict, the Navajo Nation Personnel Policies Manual ("NNPPM") and any _____ policies shall continue to apply during the Telecommuting period.

Telecommuting is not a substitute for dependent care. The telecommuter agrees that regular and back-up dependent care arrangements have been made, if applicable.

The telecommuter shall carry out the steps needed to ensure information security in the home office setting, and has read the Navajo Nation's security requirements and procedures. The telecommuter agrees to check with his/her immediate supervisor when security might be a concern.

The telecommuter has read and understands the Navajo Nation's telecommuting procedures and agrees to abide by those procedures and all other applicable laws, policies, and procedures.

_____ Employee Name (print)	_____ Signature	_____ Date
_____ Supervisor Name (print)	_____ Signature	_____ Date
_____ Human Resources Director (print)	_____ Signature	_____ Date

Telecommuter's Agreement Instructions

- 1. Employee Name-** The full name of the employee entering telecommuting agreement.
- 2. Start Date-** The start date of the telecommuter's agreement.
- 3. Start Time-** The start time the telecommuter's agreement (*Example: 8:00 am*).
- 4. End Date-** The end date of the telecommuter's agreement (Recommendation- use monthly increments rather than long durations. This allow time to assess the feasibility of the telecommuter's agreement).
- 5. End Time-** The end time of the telecommuter's agreement (*Example: 5:00 pm*).
- 6. Main site work location-** Indicate the date, time, and employee's work site location. This work site location should coincide with the Personnel Action Form. (*Example: Kayenta, Arizona – Monday, Wednesday, Friday, 8 am- 5 pm*). If, an employee is not reporting to the worksite while on this agreement or possibly on an as needed basis, please indicate such on this line.
- 7. Remote work site location-** Indicate the employee's remote work site location. This would be the location the employee is teleworking from. In most instances, it would be employee's home location (*Example: St. Michaels, Arizona – Tuesday and Thursday, 8 am – 5 pm*).
- 8. Department/Division-** Indicate the Department and Division Name.
- 9. Employee Name-** Please print full name legibly.
- 10. Employee Signature-** The employee signs agreeing to the telecommuter's agreement duration and conditions.
- 11. Date-** Date the employee signed the telecommuter's agreement.
- 12. Supervisor Name-** Please print full name legibly.
- 13. Supervisor Signature-** The supervisor signs agreeing to the telecommuter's agreement duration and conditions.
- 14. Date-** Date the supervisor signed the telecommuter's agreement.



Telecommuting

Best Practices

Pursuant to the Navajo Nation Personnel Policy Manual Section V (F)(3) and Telecommuting Procedures, the Navajo Nation provides procedures to facilitate telecommuting work as an option for certain positions under appropriate circumstances.

In support of the Navajo Nation’s continued response to the unprecedented Coronavirus pandemic, below are the Telework Best Practices for both supervisors and employees.

Plan	Communicate telework expectations, assignments, and consequences. Submit Telecommuter’s Agreement to DPM.
Safeguard	<ul style="list-style-type: none"> • Maintain confidential Navajo Nation documents, information, and intellectual property. • Use secured Wi-Fi connection only. Do not use public Wi-Fi.
Proactive	Communicate regularly with supervisor and employees, address any concerns or upcoming deadlines, encourage team work, open communication, and engagement to increase productivity.
Be courteous	Practice good email etiquette, represent the Navajo Nation well in both internal and external customer service.
Be healthy	Eat healthy foods and drink water, take breaks, get fresh sunlight.
Stay safe	Practice social distancing, wash your hands, and wipe frequently touched surfaces.
Reflect	Assess and reflect on any challenges that you may need additional resources or help with.

For more information, please contact Department of Personnel Management – Employee Relations at (928) 871-6153. Thank you and stay safe.