

**MISSISSIPPI BAND OF CHOCTAW INDIANS' GOVERNMENT SERVICES
TELEWORK POLICY**

In the event a State of Emergency is proclaimed by the Tribal Chief of the Mississippi Band of Choctaw Indians (“MBCI”) in accordance with MBCI Ordinance 50-A, the employee may, with authority from the supervisor and Human Resources, be responsible for performing essential duties from an alternate duty location. Employees authorized to telework must have an executed Telework Policy and Security Agreement on file and complete any other forms as are required for documentation purposes.

The employee must agree to observe all MBCI policies including those with respect to hours of duty, absence and leave, compensatory time and overtime and properly document time and attendance records.

MBCI will not be responsible for operating costs, home maintenance, or any incremental or incidental costs whatsoever, associated with the use of the employee’s residence. MBCI will not be liable for damages to an employee’s personal or real property during the course of performance of official duties or while using MBCI tribal government equipment in the employee’s residence, except to the extent MBCI is held liable by the Tribal Tort Claims Act.

Employees are responsible for the security of MBCI tribal government property and information in all work locations including telework locations.

EXHIBIT

“A”

**MISSISSIPPI BAND OF CHOCTAW INDIANS' GOVERNMENT SERVICES
DIVISION TELEWORK POLICY AND SECURITY AGREEMENT**

Name: _____ Job Title: _____

Traditional Worksite: _____

Telework Location: _____

In the event a State of Emergency is proclaimed by the Tribal Chief of the Mississippi Band of Choctaw Indians ("MBCI") in accordance with MBCI Ordinance 50-A, the employee may be responsible for performing essential duties from an alternate duty location.

I. AGREEMENT AND TELEWORK POLICY

1. All timekeeping, leave, performance requirements, and other approvals are the same as for the traditional worksite. The employee agrees to observe all MBCI policies including those with respect to hours of duty, absence and leave, compensatory time and overtime and properly document time and attendance records on the ICS 214.
2. The employee will apply approved safeguards when teleworking to protect MBCI tribal government records from unauthorized disclosure or damage. Work documents, information and data (hard copy and electronic) must be kept separate from personal property and information.
3. The employee agrees to safeguard government property, ensuring it is safe and secure, and to comply with MBCI's equipment usage policies and the security agreement below. The employee also agrees to safeguard wireless and other telecommunications capabilities that are used for teleworking. No one other than the employee is authorized to use government furnished equipment or government issued materials.
4. MBCI will not be responsible for operating costs, home maintenance, or any incremental or incidental costs whatsoever, associated with the use of the employee's residence. While teleworking, the employee is entitled to reimbursement for authorized expenses incurred while conducting business for MBCI, if allowable under MBCI policies and approved in writing by the supervisor.
5. MBCI will not be liable for damages to an employee's personal or real property during the course of performance of official duties or while using MBCI tribal government equipment in the employee's residence, except to the extent MBCI is held liable by the Tribal Tort Claims Act.
6. The employee must immediately notify the supervisor of any accident, injury, or illness occurring at the telework location.

II. SECURITY AGREEMENT

I understand that MBCI tribal government employees are responsible for the security of MBCI tribal government property and information in all work locations including telework locations. Accessing sensitive information while teleworking presents additional risks compared to accessing sensitive information from within physically-secured office space.

The security measures specified below cover not only information systems and technology, but all aspects of information handled by employees, including paper files and other information formats, data storage devices, and telecommunications equipment (e.g., laptops, smartphones). Telework employees are required to keep MBCI tribal government property and information safe, secure, and separated from personal property and information. The employee further agrees to:

- Ensure the home telework environment is equipped for adherence to security and privacy requirements.
- Segregate personal and MBCI tribal government materials, documents, media, and equipment.
- Secure hard copy information (paper documents) when not in use (i.e., placed in a locked desk or cabinet).
- Use only approved equipment and approved remote access procedures.
- Physically protect all information and information systems at the telework site and while in transit between locations.
- Do not allow family members or others to use MBCI tribal government equipment and secure all material in a cabinet, drawer, or briefcase (preferably locking) when not in use, or when visitors are present.
- Do not dispose of MBCI tribal government information in the household trash. Continue to protect information no longer needed until it can be returned to the office for proper secure disposal.
- Report security incidents such as information loss, theft, compromise, or suspected compromise immediately to your supervisor.

III. CERTIFICATION

The employee agrees to adhere to applicable guidelines, standards of conduct, safety and security requirements, and MBCI's telework policies. The employee agrees to perform all functions listed in his/her job description, functions required under the Administrative Personnel Policy and Procedures, Ordinance 50-A and other duties as assigned by the supervisor. Employee acknowledges that violation of this Policy and Agreement, the Administrative Personnel Policy and Procedures or any other MBCI policy can result in disciplinary action, up to and including termination.

Signature of Employee

Date: _____

Signature of Supervisor

Date: _____

Approved:

Human Resources Representative

Date: _____

MISSISSIPPI BAND OF CHOCTAW INDIANS AGREEMENT FOR EMERGENCY TELEWORK

MEMORANDUM

DATE:

FOR:

FROM:

SUBJECT: Telework In Emergency Circumstances

As a teleworker during this emergency situation, you are responsible for continuing the essential functions listed below from an alternate site or by telework, when the Tribal Chief authorizes such authority.

List of Essential Functions:

All functions listed in your Job Description and functions required under the Administrative Personnel Policy & Procedures, Ordinance 50-A and other duties as assigned by your supervisor.

Please initial each box to indicate you have completed each step below:

Identify any records you require to perform your essential functions during a continuity event and coordinate with your supervisor to ensure they are available online.

Secure a Remote Access token and PIN.

Contact Information Technology, if required, to learn how to connect remotely from your own computer or tablet/smart device.

Complete and maintain a current approved Telework Policy and Security Agreement.

Complete the ICS 214 and submit to your supervisor weekly.

Please complete, sign and date this Agreement and return to your supervisor. This Agreement shall remain in effect until the Tribal Chief determines that the telework emergency has ceased and you are to return to the office to work.

Signature

Date

ICS 214 Activity Log

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Name	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	ICS Position	Enter the name and ICS position of the individual in charge of the Unit.
5	Home Agency (and Unit)	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	Resources Assigned	Enter the following information for resources assigned:
	<ul style="list-style-type: none"> • Name 	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	<ul style="list-style-type: none"> • ICS Position 	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
	<ul style="list-style-type: none"> • Home Agency (and Unit) 	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
7	Activity Log <ul style="list-style-type: none"> • Date/Time • Notable Activities 	<ul style="list-style-type: none"> • Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. • Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. • This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.
8	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).