

SUBJECT: Working Remotely **NUMBER:** 50.050.01

DIVISION: Chief Human Resources Office **EFFECTIVE DATE:** 1/01/2024

APPROVED: Signature on file with the Chief Human Resources Office

POLICY STATEMENT: Oregon state government encourages working remotely where it is a viable option that benefits both the employee and the agency.

AUTHORITY: ORS 240.145(3), 240.250, 240.855; State HR Policy 20.005.20, Fair Labor Standards Act; and Enterprise Information Services (EIS) information technology and information security policies.

APPLICABILITY: All employees where not in conflict with applicable collective bargaining agreement.

ATTACHMENTS: None

DEFINITIONS: Also refer to State HR Policy 10.000.01, Definitions.

WORKPLACE OPTIONS:

Central Workplace: The agency-assigned location of the position, not the employee. It is the permanent assignment of the employee's position within Oregon and is not their residence.

Alternate Workplace: A workplace alternate to the central workplace that is within the employee's residence, or in a location requested by the employee and approved by the agency.

Temporary Workplace: A place where the agency work assignment is expected to last less than a year. A temporary workplace would also include meeting sites held away from the central or alternate workplace.

Mobile Workplace: A workplace alternate to the central workplace that changes frequently based on project work assignments, such as field work (e.g., maintenance, surveying, inspection, construction).

Residence: The place where the employee personally resides.

WORKTYPE OPTIONS:

Full-time Remote Work: All essential functions of the position are performed from an alternate workplace 100% of the time.

Hybrid Remote Work: Essential functions of the position are performed from both the central workplace and an alternate workplace. Business needs may require the employee to come into the central workplace or perform mobile work on a regular or periodic basis.

Mobile Work: The essential functions of the position require the employee to perform work in a variety of locations. Mobile work may encompass a district, region, or other geographic location.

POLICY:

Use of alternate work options promote the health and safety of Oregonians; ensures the optimal use of resources for agencies; ensures that cultural, equity and accessibility issues are addressed in a meaningful way; and supports flexibility and work-life balance for employees. It also offers the opportunity to be more flexible in interactions with Oregonians and decreases an agency's impact on the environment.

- (1) An agency director shall administer State HR Policy 50.050.01 as the agency's policy on working remotely.
- (2) Employees may work remotely on a regular or on a periodic basis upon approval of their supervisor.
- (3) An employee's salary and employer-sponsored insurance coverage do not change as a result of remote work.
- (4) Initiation of Remote Work
 - (a) Current employees or their supervisor can initiate interest in exercising remote work.
 - (b) Employee requests for remote work must be documented in the state human resources information system and responded to within 30 calendar days.
 - (c) Considerations when determining the suitability of remote work include, but are not limited to:
 - (A) Positions that are assigned duties suitable for working remote. Positions with limited need for direct supervision and access to hard-copy files; limited need for face-to-face contact with other employees, clients and customers; and limited need for access to the agency's resources.
 - (B) Employees who consistently demonstrate work habits that are well-suited to working remote, including, but not limited to: self-motivation, self-discipline, the ability to work independently, the ability to manage distractions, the ability to meet deadlines, and a demonstrated record of meeting established performance expectations.

- (C) Remote work meets the agency's business and operational needs, as well as those of the agency's customers and the employee.

(5) Agreement

- (a) Employees who work remote will acknowledge and document the following in the state human resources information system:
 - (A) This Working Remotely policy
 - (B) The security classification of information used
 - (C) The asset tracking survey
 - (D) Remote work [guidelines](#)
- (b) Agreements for remote work will be maintained in the state human resources information system.
- (c) During the recruitment process, agencies are encouraged to indicate in the job posting whether the position requires in-person attendance or is eligible for remote work.
- (d) An agreement to work remote may be discontinued by either party at any time. When an employer rescinds an agreement, it must provide the employee the reasons for the rescission in writing. An employer shall only rescind remote work on the basis of sound business reasons. Once the written explanation has been provided, the employer may rescind the remote work agreement with a minimum of 10 calendar days' notice.
- (e) The employee maintains a clean and safe alternate workspace. The employee must immediately report to the supervisor any injury that occurs during work hours. The state is not responsible for loss, damage, repair, replacement, or wear of personal property.
- (f) Employees will not hold business visits or in-person meetings with an agency's customers or co-workers at the alternate workplace unless approved by the employee's supervisor.
- (g) The agency may require employees who work remote to share workspace with other employees when at their central workplace.
- (h) Employees working remotely will adhere to all expectations, standards, and policies as if they were performing work at their agency's central workplace, including adherence to performance standards and measurements.
- (i) The employee shall promptly notify their supervisor when the employee is unable to perform work assignments due to equipment failure, safety hazard or other unforeseen circumstances.

(6) Security

- (a) Supervisors will ensure the employee has received information security training as well as agency and EIS policies and protocols related to software, hardware and information and data security.

- (b) Employees will ensure the appropriate level of security for state information and equipment in transit or at the alternate workplace.
- (7) Technology, Devices and Office Supplies
- (a) Employees who work outside of state-owned or leased buildings shall have internet coverage, allowing the employee to perform assigned duties and participate in phone conferences and virtual meetings during scheduled work hours. Internet connectivity provided through state-owned equipment may be arranged upon approval of the agency.
 - (b) The agency provides basic technology equipment and related devices necessary for the employee to perform their assigned job duties at the alternate workplace. The equipment and devices are for agency business only and must comply with the agency's desktop security and maintenance policies and practices. Employees will not conduct state business on the following personal equipment: phones, computers, laptops, or other information-storing devices.
 - i. Exceptions to (b) above are subject to the approval of the State Chief Operating Officer.
 - ii. Agencies are responsible for paying for equipment to be shipped to and from the employee.
 - (c) Additional technology, devices and office supplies may be provided to the employee at the discretion of the agency or in accordance with the Americans with Disabilities Act (ADA).
 - (d) Employees may access the State Surplus Property warehouse with management approval.
 - (e) Employees working remotely will follow DAS Risk Management guidance for driving for state business, and DAS Fleet & Parking Services guidance and rules for use of state vehicles.
- (8) Travel Reimbursement between the central, alternate, or mobile work locations will be reimbursed as outlined in the Oregon Accounting Manual.
- (9) Working Outside of Oregon
- (a) Approval of out-of-state remote work will be made on a case-by-case basis and may be informed by factors that include legal compliance obligations of the other state. Remote work outside of the of the 50 United States of America and the District of Columbia is prohibited.
 - (b) When an employee's alternate workplace is outside of Oregon and is expected to last more than 30 calendar days, the agency's human resources department designee must request a workers' compensation insurance assessment from DAS Risk Management to determine if out-of-state workers' compensation coverage is needed. If additional coverage is needed, DAS Risk Management arranges for the coverage.
 - (c) When an employee's alternate workplace is outside of Oregon and is expected to last more than 30 calendar days, they must complete a new working remotely agreement in the state human resources information system.