



FAMILY FRIENDLY WORKPLACE POLICIES

State Policy

It is the policy of the state of Oregon that we as an employer recognize the importance of the family and the employees' need to meet their family health and dependent care obligations. The state is committed to the greatest extent possible to responding to these needs through work and family policies and a workplace that supports efforts to achieve a balance between work and family.

State of Oregon

Family Friendly Workplace Policies

Balancing commitments to work and family can be difficult and affects us all. Family responsibilities today are diverse. The State of Oregon has many benefits and policies that help you meet the needs of your family.

Availability of these benefits and policies vary by employee depending on several factors. Contact your supervisor or agency human resource office for details about any of the following programs included in this brochure:

- Work Schedule
- Employee Assistance Program
- Financial Planning
- Leaves
- Insurance
- Resources and Referrals

Work Schedule

- Flexible Work Schedule
- Part-Time Work
- Job Share
- Telecommuting & Home-based work

State of Oregon policies allow flexible work schedules when approved by your supervisor. Agency business needs influence this decision.

Leaves

State of Oregon employees accrue paid leave that can be used to meet family health and other parental obligations. Appropriate use of paid and unpaid leaves will help you balance the demands of the job with the needs of your family.

Paid Leaves

To see a full description of the following leave policies, please refer to your agency policy handbook or your collective bargaining agreement.

- Vacation
- Sick
- Personal

Unpaid Leaves

Federal and Oregon Family Medical Leave (FMLA and OFLA) provide unpaid leave to eligible employees. To qualify for FMLA or OFLA, an employee must meet the requirements of the law. An employee may request FMLA or OFLA for the following reasons:

FMLA

1. Birth of a child.
2. Placement of a child with the employee for adoption or foster care.
3. To care for a spouse, son or daughter, or parent with a serious health condition.
4. Employee's serious health condition which makes the employee unable to perform the employee's job.

OFLA

1. Birth of a child.
2. To care for the newly adopted, or newly placed foster child under 18.
3. To care for a spouse, same sex domestic partner, son or daughter, parent or parent-in-law who has a serious health condition.
4. Employee's serious health conditions which make the employee unable to perform the duties of employee's regular position, including pregnancy related disability or absence for prenatal care.
5. To care for an employee's child who is suffering from an illness or injury, which requires home care but is not a serious health condition.

State employees may also request unpaid leave not associated with FMLA or OFLA. Refer to your agency policy manual or your collective bargaining agreement for more details.

The benefits described in the policies identified above may be available to you depending on agency business needs and availability will be determined on a case-by-case basis.

Employee Assistance Program

Unresolved issues at work or home can interfere with quality of life and job performance. The Employee Assistance Program (EAP) is a free and confidential benefit provided to you and your immediate family. Your agency human resource office has more information or you may also call this toll-free number: 1-800-433-2320.

Insurance

As a state employee you are afforded a wide variety of taxable and non-taxable benefits. Some of these benefits are available in a cafeteria plan to allow you to choose among them to best suit your individual needs.

- Medical
- Dental
- Life:
 - ✓ Self
 - ✓ Spouse
 - ✓ Dependent
- Long-Term Care
- Accidental Death and Dismemberment
- Long and Short-Term Disability

Please refer to your benefit booklet provided by the Public Employees' Benefit Board (PEBB) for more details, or call their toll free number (1-800-788-0520) if you have additional questions.

Financial Planning

- Federal and state child care tax credits
- Dependent care flexible spending account (FSA)

The use of tax credits and pre-tax accounts may impact your take home pay. For additional information, ask your manager or payroll office. Please consult your tax advisor if necessary.

Resources and Referrals

The following is a list of local and statewide organizations that can help you find services you need for:

- Child Care
- Care for people with disabilities
- Elder Care
- Respite Care

The Oregon Child Care Resources & Referral Network (OCCRRN)

805 Liberty Street NE, Suite 2
Salem, Oregon 97301
Mary Nimmers, Executive Director
Phone: 1-800-342-6712
www.occrrn.org

The Child Care Division of The Oregon Employment Department

875 Union St. NE, Rm 308
Salem, Oregon 97311
Tom Olsen, Administrator
Phone: 1-800-556-6616
www.emp.state.or.us/childcare

The Oregon Commission for Child Care

875 Union St NE
Salem, Oregon 97311
Claudia Grimm, Exec. Officer
Phone: 1-800-435-4127
<http://findit.emp.state.or.us/occc/>

Oregon Department of Human Services

Human Services Bldg.
500 Summer St. NE, E-02
Salem, Oregon 97301-1073
James Toews, Asst. Director
Phone: 1-800-282-8096
Seniors
<http://www.dhs.state.or.us/seniors/>
People with Disabilities
<http://www.dhs.state.or.us/disabilities/>

The Oregon Commission on Children and Families

530 Center St. NE, Suite 405
Salem, Oregon 97301-3754
Mickey Lansing, Exec. Director
Phone: (503) 373-1283
www.ccf.state.or.us

Oregon Lifespan Respite Care Program

Human Services Bldg.
500 Summer St. NE, E-10
Salem, OR 97301-1098
Lee Girard, Administrator
Phone: (503) 947-1199
www.dhs.state.or.us/seniors/caregiving/respite_care.htm