



OREGON YOUTH AUTHORITY
Policy Statement
Part I – Administrative Services



Subject:

Telecommuting

Section – Policy Number:

D: Personnel Management - 3.10

Supersedes:

I-D-3.10 (6/03)
I-D-3.10 (2/99)

Effective Date:

11/08/2016

Date of Last Revision/Review:

None

Related Standards and References:

- [ORS 240.855](#) (Telecommuting; state policy; agencies to adopt written policies; biennial report)
- Department of Administrative Services, Chief Human Resource Office (DAS-CHRO); Policy [50.050.01](#) (Telecommuting and Teleworking)
- DAS, [Telecommuting and Teleworking Guidelines and Best Practices](#)
- Collective Bargaining Agreements: [AFSCME Local 191](#); [SEIU](#)
- [OYA forms](#): YA 1601 (Telecommuting Agreement)

Related Procedures:

- None

Policy Owner:

Human Resources Manager

Approved:


 Fariborz Pakseresht, Director

I. PURPOSE:

This policy provides standards for staff to request telecommuting.

II. POLICY DEFINITIONS:

None.

III. POLICY:

OYA values its workforce and is invested in providing a work environment conducive to a quality work product and job satisfaction. OYA allows its staff, when suitable, to telecommute when there are opportunities for improved staff performance, reduced commuting miles, or agency savings.

Due to the nature of work within OYA, telecommuting may not be suitable for all staff or positions. Community, staff and youth safety, or other requirements associated with a position may limit staff from participating in telecommuting. Staff salary, benefits, and employer-sponsored insurance coverage must not change as a result of telecommuting. A participant's terms and conditions of employment continue to be governed by applicable collective bargaining agreements and Oregon laws.

IV. GENERAL STANDARDS:

- A. OYA will follow Department of Administrative Services, Chief Human Resource Office (DAS-CHRO), policy 50.050.01 (Telecommuting and Teleworking) and applicable collective bargaining agreements regarding telecommuting.
- B. Telecommuting proposals and approvals must be documented on OYA form YA 1601 (Telecommuting Agreement).
 - 1. A staff member seeking to telecommute must submit the agreement to his/her supervisor for approval.
 - 2. If approved by the staff member's supervisor, the agreement must be reviewed by the appropriate assistant director for final approval or denial.

V. LOCAL OPERATING PROTOCOL REQUIRED: NO