



DEPARTMENT OF CORRECTIONS
Human Resources



Title:	Support of Employee's Work and Family Needs	DOC Policy: 20.5.20
Supersedes:		
Applicability: All employees except where collective bargaining language conflicts.		
Reference: State Policy 10.030.01, ORS 240.145 (3); 240.321(4)		

I. PURPOSE

To provide for a family friendly workplace that encourages employees to achieve a balance between work and family thereby accomplishing the Department of Corrections goal of becoming the employer of choice for all current and prospective employees.

II. POLICY

It is the policy of the Department of Corrections to recognize the importance of employees' needs to meet their family health and dependent care obligations. The Department is committed to the greatest extent possible, to responding to those needs through work and family policies and a workplace that supports efforts to achieve a balance between work and family. Accordingly, and in compliance with applicable statutes, administrative rules, and collective bargaining agreements:

- A. All department appointing authorities shall make every effort, to the degree possible, in so far as the work of the agency can still be effectively carried out, to allow for a flexible work schedule that helps employees maximize their family time.
- B. All department appointing authorities shall make every effort, to the degree possible, in so far as the work of the agency can still be effectively carried out, to allow for job sharing partnerships between two employees if such an arrangement is sought for and mutually agreed to by both employees as provided for in DOC Policy 20.4.11, or as outlined in the applicable collective bargaining agreement.
- C. All department appointing authorities shall make every effort, to the degree possible, in so far as the work of the agency can still be effectively carried out, to allow employees a telecommuting environment by which employees can complete their work from remote locations as provided for in DOC Policy 20.5.6, or as outlined in the applicable collective bargaining agreement.

- D. All employees of the Department of Corrections accrue eight hours a month of sick leave, which they can utilize in the event of their own illness or that of their family members as provided for in DOC Policy 20.8.1, or as outlined in the applicable collective bargaining agreement.
- E. Personal leave with pay for 16 hours each fiscal year shall be granted directly to permanent full-time employees in accordance with DOC Policy 20.8.3, or as outlined in the applicable collective bargaining agreement.
- F. All employees of the Department of Corrections accrue vacation leave, which they can utilize in the event of their own illness, or that of their family members, in accordance with DOC Policy 20.8.2, or as outlined in the applicable collective bargaining agreement.
- G. Federal and State Family Medical Leave qualifying events shall be honored for all employees in accordance with DOC Policy 20.8.4, or as outlined in the applicable collective bargaining agreement.
- H. Leave without pay shall be granted to permanent, full-time employees in accordance with DOC Policy 20.8.6, or as outlined in the applicable collective bargaining agreement.

III. IMPLEMENTATION

This policy will be adopted immediately without further modification.