I. PURPOSE:

This policy provides standards for staff when telecommuting.

II. POLICY DEFINITIONS:

None.

III. POLICY:

OYA values its workforce and is invested in providing a work environment conducive to quality work product and job satisfaction of its staff. OYA allows its staff, where 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 offender safety, or other requirements associated with a position, may prevent some staff from participating in telecommuting.
Staff salary, benefits and employer-sponsored insurance coverage must not change as a result of this policy. Participants’ 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, Human Resource Service Division (DAS-HRSD), policy 50.050.01 (Telecommuting) and applicable collective bargaining agreements regarding telecommuting.

B. Telecommuting proposals must be documented on OYA form YA 1600 (Telework Proposal).
   1. Proposals must be submitted to the staff’s supervisor/manager for approval.
   2. If approved by the supervisor/manager, the proposal must be reviewed by the appropriate assistant director for final approval or denial.

C. Approved telecommuting staff must adhere to an agreement documented on OYA form YA 1601 (Telework Agreement).

V. **LOCAL OPERATING PROTOCOL REQUIRED: NO**