



LETTER OF AGREEMENT 121.2ACH-19-347

Article 121.2ACH--Education, Training and Development

Computer Access (OSH, Pendleton Cottage, and OYA)

This Letter of Agreement is between the State of Oregon, acting through its Department of Administrative Services (DAS) (Employer) and the SEIU Local 503, OPEU (Union).

The primary means of communication by State Agencies to their employees is through computer systems (i.e. email) and employees are responsible to read and apply those communications.

The Oregon State Hospital (OSH), Pendleton Cottage (PC) and Oregon Youth Authority (OYA) agree to provide at least fifteen (15) minutes per day, other than rest periods, for each employee to have access and opportunity to review their state email and other relevant software systems (i.e. Workday, API, etc.). Employees will work with their manager to ensure they have time to access state email and other relevant software systems during their regular scheduled shift.

Access to email may not be available when an employee's scheduled workday is spent off site.

22 **OSH: OSH will ensure sufficient computer access is scheduled for employees to**
23 **complete Workday trainings, complete Workday attestations, review RN reports,**
24 **review patient reports and review policy updates as required by the Agency.**

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