



# Oregon

Governor Kate Brown

## Department of Administrative Services

Office of the Chief Human Resources Officer

155 Cottage Street NE

Salem, OR 97301

PHONE: 503-378-2065

FAX: 503-373-7684

### MEMORANDUM

**To:** Agency Heads and Agency Human Resources Directors

**From:** Madilyn Zike, Chief Human Resources Officer

**Date:** March 25, 2020

**Subject:** Addendum B – Temporary Interruption of Employment policy, 60.015.01

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Emboldened and italicized text reflects revisions and additions to current policy language.

#### **Policy Statement:**

*As of March 25, 2020, the Executive Branch of state government modifies the Temporary Interruption of Employment policy to comply with Executive Order No 20-12 in response to novel coronavirus (COVID-19).*

**Policy Authority:** ORS 240.145(3); 240.250; 240.551 and Executive Order 20-12

**Applicability:** Classified unrepresented, management service, unclassified executive service, unclassified unrepresented employees.

**Attachments:** **Sample Agency Adoption of Addendum B – Temporary Interruption of Employment policy, 60.015.01**

#### **Policy Amendments**

Effective March 25, 2020, Temporary Interruption of Employment policy 60.015.01 is amended as follows:

***(8) Agencies shall facilitate telework to the maximum extent possible.***

***a. When telework is not possible,***

- i. Agencies must designate an employee or officer to establish, implement, and enforce social distancing policies.***
- ii. Each agency worksite will designate a management service employee to ensure compliance and enforce social distancing within their worksite.***
- iii. Social distancing must be consistent with guidance from the Oregon Health Authority.***
  - 1. Maintain a distance of six (6) feet between people, but when not practical, try to maintain the minimum of three (3) feet***
  - 2. Cancel events of more than 25 people where maintaining three (3) feet of social distance is not possible.***

Questions should be sent to [CHRO.Policy@oregon.gov](mailto:CHRO.Policy@oregon.gov).