

EMPLOYEE requests to remote work out-of-state



MANAGER in consultation with HR determines position can be done remotely out-of-state.

Manager to review the position description for barriers to working remotely, requirements of employee reporting to the office, and/or if employee is suited to work remotely.
Utilize a decision tree ([example](#)) to assist with this determination.



MANAGER in consultation with HR is responsible to coordinate with the following partners prior to final approval with employee:

HUMAN RESOURCES

- Contact DOJ to discuss compliance with other state’s laws which may include:
 - Tax withholding considerations
 - Paid and/or protected leave entitlements
 - Unemployment Insurance
 - Pre-employment screening
 - Civil rights laws
 - Wage and hour laws
 - Safety requirements for workers
- Evaluate ability to comply with other state’s laws and determine how to align with the agency’s business or operational needs.

INFORMATION SECURITY (following process that applies to in-state remote/hybrid workers)

- Agency IT to ensure state devices must connect using Virtual Private Network (VPN)
- Agency IT to ensure state devices do not have data roaming

MANAGER RESPONSIBILITY:

- Ensure employee has adequate state issued devices
- Confirm employee will have acceptable internet capability and computer security
- Confirm employee has acceptable non-computer related security (physical documents, etc.)

PAYROLL

- IN PROGRESS:* DAS Centralized Payroll is working to ensure systems are in place for appropriate tax withholding and other payroll deductions.

BENEFITS

- Notify employee the following benefits are available nationwide:
 - Providence statewide plan - in-network coverage
 - VSP and Delta Dental
 - Standard Insurance
 - Flexible spending accounts
 - Long term disability
 - Employee Assistance Program (EAP)
 - PERS and Oregon Savings Growth Plan

WORKPLACE SAFETY

- Consult with [DAS Risk Management](#) to determine whether worker’s compensation coverage can be provided.
- Coordinate with agency Safety Manager to implement any additional state-specific workplace safety requirements.



MANAGER in consultation with HR is responsible for the following upon approval of out-of-state remote work.

- Review [Working Remotely policy](#) with employee
- Work with employee to complete Working Remotely agreement in Workday (used by all remote workers)
- Work with employee to complete [Working Remotely Out-of-State agreement](#) in Workday
- Ensure that [appropriate state law postings](#) are provided to the employee
- Complete safety and ergonomics checklist
- Determine work schedule taking into account any time zone differences
- Determine compensability of travel time based on applicable wage and hour laws.
- Determine reimbursement for travel expenses per [OAM 40.10.00](#) and relevant policy.

For NEW HIRES, in addition to all requirements above:

- Verify current federal requirements to complete the I-9.
- Determine salary in compliance with Oregon’s pay equity law
- Conduct remote on-boarding