

**DAS CHRO FAQs for Executive Branch Employees
Working Remotely Policy Effective September 1, 2023**

* indicates new question/information added

1. When will the revised CHRO Working Remotely policy be effective?

The revised CHRO Working Remotely policy will be effective September 1, 2023.

2. The news said the state is “reverting” back to the pre-pandemic remote work policy. What does this mean?

The state is reverting back to the pre-pandemic policy of not reimbursing employees for their commute mileage from their alternate workplace to their central workplace.

3. Is the state reverting back to “teleworking” and “telecommuting”?

No, there will be one definition for remote work, which is: Essential functions of the position are performed from both the central workplace and an alternate workplace. Business needs may require the employee to come into the central or mobile workplace to perform work on a regular or periodic basis.

4. Where can I find the revised Working Remotely policy?

The revised policy, effective September 1, 2023 can be found at

<https://www.oregon.gov/das/HR/Documents/50.050.01%20Working%20Remotely%20Eff%209.1.23.pdf>

5. Does the change in the remote work policy mean we will have to return to the office?

No, employees will have the ability to work remotely as approved by their manager.

6. After September 1, 2023, will I still be able to work while my children are in the home?

Yes. Remote work will continue as it is now. Only the reimbursement for commuting mileage will change.

7. Will I have to complete a new remote work agreement in Workday?

We anticipate a new process for the remote work agreement in Workday with the removal of the “full-time” and “hybrid” definitions.

8. Will I still be able to work from outside of Oregon?

Yes, employees will have the ability to work remotely out-of-state as approved by their manager. However, working remotely internationally or in a US Territory is still prohibited.

9. Will the Oregon Accounting Manual be updated, as well?

Yes, the Oregon Accounting Manual will be updated to reflect the revised Working Remotely policy.

10. What if I need to travel to a location other than my office for a work-related purpose?

Work for travel related purposes, that are not to your central workplace, will continue to be reimbursed as outlined in the Oregon Accounting Manual.

11. Will the state still recruit for positions that can work remotely?

Yes, the state still supports the ability to work remotely when appropriate.