



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

TRANSMITTAL 200

To: Agency Heads and Agency Human Resources Directors

From: Madilyn Zike, Chief Human Resources Officer

Date: November 1, 2017

Subject: Policy Update – Temporary Interruption of Employment

We updated the Temporary Interruption of Employment Policy 60-015-01 and the Guide for Leave-Related Questions for Temporary Interruption of Employment matrix.

Please share this information with staff in your agency.

The updates align the policy and matrix with language bargained for represented staff which changes how employees code full day office closures. While some agreements are still being finalized and will be forthcoming, the revisions to the policy and matrix reflect what parties have agreed to thus far. Management, unclassified, and unrepresented employees covered under this policy will match the change to represented staff.

Policy updates:

- When an agency or worksite is closed for a full day, an FLSA non-exempt employee with prior approval will work from home or an alternate work location for at least one half of their regular work day. If no work is available or the employee is unable to work from home or an alternate location, the employee uses appropriate accrued paid leave or leave without pay for one half of their shift. The employee uses “inclement weather” paid leave (IW) for the remainder (up to one half) of their regular work day, not to exceed 40 hours in a biennium.

Matrix updates:

- The matrix is simplified to distinguish only between FLSA exempt and FLSA non-exempt employees for each scenario. Where exempt and non-exempt employees are treated the same, the boxes have been merged.
- Scenarios updated to mirror the policy and bargained changes.

Questions about the updates should be directed to CHRO Policy Box at CHRO.Policy@oregon.gov.