

SUBJECT: Support of Employee's Work and Family Needs **NUMBER:** 10.030.01
DIVISION: Human Resource Services Division **EFFECTIVE DATE:** 12/06/06

APPROVED: Signature on file with the Human Resource Services Division

POLICY STATEMENT:

It is the policy of the State of Oregon that we as an employer recognize the importance of the family and the employee's need to meet their family health and dependent care obligations. The State is committed to the greatest extent possible, to responding to those needs through work and family policies and a workplace that supports efforts to achieve a balance between work and family.

AUTHORITY: ORS 240.145(3); 240.321(4)

APPLICABILITY: All employees except where collective bargaining agreement language conflicts.

ATTACHMENTS: None

DEFINITIONS: See HRSD State Policy 10.000.01, Definitions; and OAR 105-010-0000

POLICY

- (1) It is the policy of the State of Oregon that we as an employer recognize the importance of the family and the employee's need to meet their family health and dependent care obligations. The State is committed to the greatest extent possible, to responding to those needs through work and family policies and a workplace that supports efforts to achieve a balance between work and family.
 - (a) The following work and family policies support the efforts of the state to achieve a balance between work and family:
 - (A) Flexible Work Schedule-As defined in HRSD State Policy 10.000.01(40), Definitions and referred to in HRSD State Policy 20.005.20, Fair Labor Standards Act or an applicable collective bargaining agreement.
 - (B) Job Sharing-Oregon Administrative Rule 105-040-0070 or an applicable collective bargaining agreement.
 - (C) Telecommuting-HRSD State Policy 50.050.01, Telecommuting or an applicable collective bargaining agreement.
 - (D) Sick Leave-HRSD State Policy 60.000.01, Sick Leave with Pay or an applicable collective bargaining agreement.
 - (E) Personal Business Leave-HRSD State Policy 60.000.10, Special Leaves with Pay or an applicable collective bargaining agreement.

- (F) Vacation Leave-HRSD State Policy 60.000.05, Vacation Leave or an applicable collective bargaining agreement.
- (G) Special Leaves with Pay-HRSD State Policy 60.000.10 Special Leaves with Pay or an applicable collective bargaining agreement.
- (H) Federal and State Family Medical Leave-HRSD State Policy 60.000.15, Family and Medical Leave or an applicable collective bargaining agreement.
- (I) Leaves without Pay-HRSD State Policy 60.000.11, Leaves without Pay or an applicable collective bargaining agreement.
- (J) Statutorily Required Leaves with and without Pay-HRSD State Policy 60.000.12, Statutorily Required Leaves with and without Pay or an applicable collective bargaining agreement.

(K) Military Donated Leave Program-HRSD State Policy 60.020.05 or an applicable collective bargaining agreement.

(L) Donated Leave-HRSD State Policy 60.025.01

(b) The following are additional areas that the State is authorized by statute to offer to employees:

- (A) Insurance Benefits-ORS 243.105-.223.
- (B) Dependent Care Flexible Spending Account-ORS 243.105-.223.
- (C) **Health Care Flexible Spending Account-ORS 243.105-.223.**
- (D) Long Term Care Insurance-ORS 243.105-.223.
- (E) Employee Assistance Program-ORS 243.105-.223.