Oregon state government encourages working remotely where it is a viable option that benefits both the employee and the agency.

ORS 240.145(3), 240.250, 240.855; State HR Policy 20.005.20, Fair Labor Standards Act; and the Enterprise Information Services (EIS) information technology and information security policies

All employees where not in conflict with an applicable collective bargaining agreements

None

Also refer to State HR Policy 10.000.01, Definitions

Alternate worksite: A worksite alternate to the central worksite, in the employee’s home or in a mutually agreed upon location.

Central worksite: The traditional office, official workstation or workplace.

Mobility: The ability to work in a variety of locations to maximize productivity. Mobility also encompasses remote work that is functionally required for some jobs, such as field work.

Suitable: Positions with limited need for direct supervision and access to hard copy files; limited need for face-to-face contact with other employees, clients and customers; and limited need for access to the agency’s resources.

Working remotely: A mutually agreed upon work option between the agency and the employee in which the employee works at an alternate worksite; formerly referred to as “telecommuting” or “teleworking.”
POLICY:

Use of remote work options promote the health and safety of Oregonians; ensures high-quality work and optimal use of resources for agencies; ensures cultural, equity and accessibility issues are addressed in a meaningful way; and supports flexibility and work-life balance for employees. It also offers the opportunity to be more flexible in interactions with the Oregonians we serve and decreases an agency’s impact on the environment.

(1) An agency director shall administer State HR Policy 50.050.01 as the agency’s policy on working remotely.

(2) Employees may work remotely on pre-established days or hours of the work week or on an as-needed basis upon approval of their supervisor.

(3) An employee’s salary and employer-sponsored insurance coverage do not change as a result of working remotely.

(4) Initiation of Working Remotely

(a) Either an employee or their supervisor can initiate interest in exercising remote work options.

(b) Successful positions for working remotely include:

(A) Positions that are assigned duties suitable for working remotely.

(B) Employees who consistently demonstrate work habits that are well-suited to working remotely, including, but not limited to, self-motivation, self-discipline, the ability to work independently, the ability to manage distractions, the ability to meet deadlines, and a demonstrated record of meeting established performance expectations.

(C) Remote work meets the agency’s business and operational needs, as well as those of the agency’s customers and the employee.

(c) When an employee’s alternate worksite is outside of Oregon, the agency’s appointing authority must request a workers’ compensation insurance assessment from DAS Risk Management to determine if out-of-state workers’ compensation coverage is needed. If additional coverage is needed, DAS Risk Management arranges for the coverage. Discuss with DAS Risk Management if an assignment will last more than 14 workdays (the period set for initial assessment and approval of out-of-state worksites).

(d) Prior to working remotely, the employee completes the working remotely process in the state human resources information system.

(e) If the position is not suitable for remote work, the supervisor must provide a timely written response to the employee documenting the reason why the position is not suitable.
(5) Agreement

(a) Employees who work remotely will acknowledge and document the following in the state human resources information system:

(A) Working Remotely Employee Agreement

(B) This Working Remotely policy

(C) The security classification of information used

(D) The asset tracking survey

(b) The agency may require an employee to work remotely at the time of hire as a condition of employment. Under these circumstances, the agency has discretion to discontinue the arrangement with reasonable notice. The agency may also offer alternative worksite options and primary worksite options during the recruitment process.

(c) An agreement to work remotely arranged by mutual agreement between the agency and an employee may be discontinued by either party at any time with reasonable notice.

(d) The employee maintains a clean and safe alternate workspace. The employee must immediately report to the supervisor any injury that occurs during work hours. The state is not responsible for loss, damage, repair, replacement or wear of personal property.

(e) Employees will not hold business visits or in-person meetings with an agency’s customers or co-workers at the alternate worksite unless approved by the employee’s supervisor.

(f) The agency may require employees who work remotely to share workspace with other employees when at their central worksite.

(6) Security

(a) Supervisors will ensure the employee has received information security training as well as agency and EIS policies and protocols related to software, hardware and information and data security.

(b) Employees will ensure the appropriate level of security for state information and equipment in transit or at the alternate worksite.

(7) Technology, Devices and Office Supplies

(a) Employees who work outside of state-owned or leased buildings provide internet coverage, allowing for the performance of assigned duties and participation in phone conferences and virtual meetings during scheduled work hours. Internet connectivity provided through state-owned equipment may be arranged upon approval of the agency.
(b) The agency provides basic technology equipment and related devices necessary for the employee to perform their assigned job duties at the alternate worksite. The equipment and devices are for agency business only and must comply with the agency’s desktop security and maintenance policies and practices. Employees will not conduct state business on the following personal equipment: phones, computers, laptops or other information storing devices.

(A) Exceptions to (b) above are subject to the approval of the state Chief Operating Officer.

(c) Additional technology, devices and office supplies may be provided to the employee at the discretion of the agency or in accordance with the Americans with Disabilities Act (ADA).