



Oregon

Governor Kate Brown

Department of Administrative Services

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MEMORANDUM

Updated November 18, 2020

To: Agency Heads and Agency Human Resources Directors

From: Madilyn Zike, Chief Human Resources Officer

Date: March 25, 2020

Subject: Addendum B – Temporary Interruption of
Employment policy, 60.015.01

Emboldened and italicized text reflects revisions and additions to current policy language.

Policy Statement:

As of March 25, 2020, the Executive Branch of state government modifies the Temporary Interruption of Employment policy to comply with Executive Order No 20-12 in response to novel coronavirus (COVID-19).

As of November 18, 2020, the Executive Branch of state government modifies the Temporary Interruption of Employment policy to comply with Executive Order No 20-65 in response to novel coronavirus (COVID-19).

Policy Authority: ORS 240.145(3); 240.250; 240.551 and Executive Order 20-12

Applicability: Classified unrepresented, management service, unclassified executive service, unclassified unrepresented employees.

Attachments: **Sample Agency Adoption of Addendum B – Temporary Interruption of Employment policy, 60.015.01**

Policy Amendments

Effective March 25, 2020, Temporary Interruption of Employment policy 60.015.01 is amended as follows:

(8) Agencies shall facilitate telework to the maximum extent possible.

a. When telework is not possible,

i. Agencies must designate an employee or officer to establish, implement, and enforce social distancing policies.

ii. Each agency worksite will designate a management service employee to ensure compliance and enforce social distancing within their worksite.

iii. Social distancing must be consistent with guidance from the Oregon Health Authority.

~~1. Maintain a distance of six (6) feet between people, but when not practical, try to maintain the minimum of three (3) feet~~

~~2. Cancel events of more than 25 people where maintaining three (3) feet of social distance is not possible.~~

Effective November 18, 2020, Temporary Interruption of Employment policy 60.015.01 is also amended as follows:

(8)(a)(i)

A. Policies must address how agencies will maintain physical distancing protocols for business-critical visitors.

Questions should be sent to CHRO.Policy@oregon.gov.