



# FAQ'S – Working Remotely

Updated February 17, 2022. Updates will be made to this document as they become available.

## Work Environment/Equipment

- ❑ **Will agencies have drop in spaces?**
  - See the facilities page [here](#).
- ❑ **Will agencies provide at-home work furniture (i.e. desks, etc.)?**
  - It is up to agencies to determine what ergonomic equipment to provide. See [here](#) for instructions on completing the virtual ergonomic assessment. Employees can utilize state surplus for purchase of personal equipment with manager approval.
- ❑ **Can employees use their own personal equipment (i.e. laptop/printer) for work purposes?**
  - No. The agency provides basic technology equipment and related devices necessary for the employee to perform their assigned job duties at the alternate workplace. The equipment and devices are for agency business only and must comply with the state-wide [Acceptable Use of State Information Assets policy](#) and any additional agency 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.
- ❑ **Will agencies pay for home internet services/wi-fi for employees working full-time remote or hybrid from home?**
  - No. Employees who work outside of state-owned or leased buildings provide their own 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 (e.g. hot spots, etc) may be arranged upon approval of the agency.
- ❑ **What are the parking options when employees need to come into the office?**
  - See the “Parking and Transportation” section of the Facilities webpage [here](#).

## Schedules

- ❑ **Will employees working out of state be required to follow a schedule in Pacific Standard Time?**
  - The working hours for any position will be determined by the agency, department or manager.
- ❑ **If employees follow a Pacific Standard Time schedule but work from another time zone will they be eligible for shift differential (if applicable)?**
  - No. The employee is choosing to work from another time zone and therefore the shift differential is not applicable.

## Interruption of Work

- ❑ **What is the process if an employee has equipment failure?**

- The employee shall promptly notify the supervisor when the employee is unable to perform work assignments due to equipment failure, safety hazard, or other unforeseen circumstances.
- ❑ **What happens if there is inclement weather at the central workplace and the employee is working remotely and not affected by the inclement weather and/or closure?**
  - Both FLSA Exempt and FLSA Non-Exempt employees who normally work from an alternate location on the day when there is a delayed opening, early closure or full day closure of their primary workplace continue to work their regularly scheduled work shift and record hours as regular (TCM or TCE) time worked. See the Temporary Interruption of Employment policy [here](#).
- ❑ **What happens if there is inclement weather where the employee is working remotely (i.e. hurricane in Florida)?**
  - See the Temporary Interruption of Employment Leave Guide [here](#).

## Remote Work Approval

- ❑ **Is there a new/updated remote work agreement for employees working out of state?**
  - Yes. There is a new out of state work remotely agreement. All employees working out of state full time will be required to complete the new agreement. Employees working out of state with a hybrid schedule, may need to complete the new agreement.
- ❑ **If an employee has already completed the Working Remotely request process in Workday will they have to complete it out again?**
  - No, employees will not need to fill out the remote agreement if they have already done so, however employees who work out-of-state will need to fill out the out-of-state agreement coming soon.
- ❑ **Who is eligible to work remotely?**
  - Eligibility for remote work and/or hybrid work will be determined based on the essential functions of the position being feasibly performed away from the Central Workplace. Positions will be evaluated by the agency and designated as in-office, mobile, hybrid, or remote. These designations will be reviewed on an as-needed basis. See the updated policy [here](#).
- ❑ **Is there a process to approve out-of-state remote work ?**
  - Approval of out-of-state work is determined by the agency on a case-by-case basis. Approval may vary based on the specific state due to legal and risk considerations. Managers should follow this [flow chart](#) when considering approval of out-of-state work.

# DEFINITIONS

## Work Places

<b>Central workplace:</b>	The agency assigned location of the position, not the employee. It is normally where the position officially reports, but alternative workplaces can be agreed upon. It is the permanent assignment of the employees' position within Oregon, that is not their residence.
<b>Alternate workplace:</b>	A workplace alternate to the central workplace that is, in the employee's residence, or in a location requested by the employee and approved by the agency.
<b>Temporary Workplace:</b>	A place where the agency work assignment is expected to last less than a year. A temporary workplace would also include meeting sites held away from the central or alternative workplace.

## Work Types

<b>Full-Time Remote Work:</b>	All essential functions of the position are performed from an alternate workplace 100% of the time. Business needs may require the employee to come into the central or mobile workplace to perform work on a periodic basis. Remote work is generally performed less than two occurrences a quarter, or 8 occurrences a year, at the central workplace.
<b>Hybrid Work:</b>	Essential functions of the position are performed from an alternate workplace, as well as at the central or mobile workplace. Hybrid work is generally performed at least two occurrence a quarter, or more than 8 occurrences a year, at the central workplace.
<b>Mobile Work:</b>	The essential functions of the position require the employee to perform work in a variety of locations. Mobile work may encompass a district, region, or other geographic location.

# SCENARIOS

## Work Type Options

1. The employee works in the office, remotely from home, and mobile in the field (e.g. land surveyors, geologists, environmentalists, construction engineers, project managers). What work type option is used when they're working from home in the morning and working at a job site (with the laptop and other connected "remote work" equipment) in the afternoon?
  - a. Employee would be considered hybrid as part of their work is conducted in the office and part in the field or at an alternate work location.
2. The employee begins their day from home (alternate workplace), and then continues their work in the field (mobile workplace), what work type option is used when they're working from home in the morning and working at a job site in the afternoon and they do not routinely work from the central workplace?

- a. Employee would be considered hybrid as they routinely report to the assigned mobile workplace to complete their work.
3. A manager and employee determine that the employee will work from home (alternate work location) and come into the office “as needed.” What work type option would be used for this employee?
  - a. To gauge the work type option, the manager should evaluate the likelihood of in office time. If it is likely the employee will report to the office 8 occurrences or more per year (or twice per quarter or more) then the appropriate designation is hybrid. If the likelihood of the employee reporting to the office is less than 8 occurrences per year (or twice per quarter) then the appropriate designation is full-time remote.
4. An applicant is hired for a position that is advertised as 100% remote working. Three months after beginning the position, the employee requests to discontinue the remote work agreement. Can the manager deny the request to discontinue the remote work agreement?
  - a. The agency may require an employee to work remotely at the time of hire as a condition of employment. The agency has discretion to discontinue the arrangement with reasonable notice. In a situation where the employee requests to discontinue remote work and requests to work in an agency office, the employer will make reasonable effort to provide the employee an in-office workplace location either at the primary workplace or at an alternate workplace.

### Travel Reimbursement/Compensable Time

1. The employee performs work in multiple state offices throughout Oregon that are agency assigned. The employee works in the Corvallis office Tuesday, Wednesday and in the Lebanon office on Monday, Thursday, Friday. Is the employee reimbursed for their travel?
  - a. No, as the employee has a mobile workplace as their workplace changes based on work assignment they will not receive reimbursement for travel. See the Oregon Accounting Manual’s section on travel here.
2. The employee is considered full-time remote (rarely reporting to the central workplace). However, they are required to visit jobsites on occasion using a state issued vehicle. The employee must leave their home (alternate workplace), drive to the central workplace, pick up the state issued vehicle, drive to the jobsite, then back to the central workplace to drop off the state issued vehicle and then back home in their personal vehicle. Will the employee be reimbursed for all travel and compensated for their time while traveling to and from the central workplace to check-out the state issued vehicle?
  - a. The employee is considered full-time remote and is reimbursed for all travel. Please refer to the [compensable travel time when working remotely](#) document for determination of compensable time.

### Equipment

1. An employee works in the office ½ of the time and from home (alternate workplace) ½ of the time. Can the employee have two full workspaces set up in both places?

- a. The agency provides basic technology equipment and related devices necessary for the employee to perform their assigned job duties at the alternate workplace. The employee and manager should work together to ensure adequate equipment is available for both workstations. Agencies are encouraged to issue mobile equipment (i.e. laptops) that may be used in both places.
2. An employee requests to work from home in a full-time or hybrid situation and needs a desk at home to do so. Is the agency responsible for compensating the employee for the cost of at-home office furniture?
  - a. No. Employees are responsible for providing their own at-home office furniture. However, office supplies and furniture may be provided to the employee at the discretion of the agency or in accordance with the Americans with Disabilities Act (ADA). Employees may also access the State surplus warehouse with management.
3. An employee requests to work from home in a full-time or hybrid situation and needs internet at home to do so. Is the agency responsible for compensating the employee for the cost of obtaining monthly internet service to their home?
  - a. No. Employees who work outside of state-owned or leased buildings provide their own 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 (e.g. hot spots, etc.) may be arranged upon approval of the agency.