



As a state of Oregon employee who is approved to work remotely on either a permanent or hybrid basis, the following guidelines will apply.

Working remotely does not change job responsibilities, salary, or benefits. Employee agrees to comply with all existing job requirements and expectations. These guidelines control except where there is a conflict with provisions in a collective bargaining agreement.

References:

[Working remotely | Policy 50-050-01](#)

[Labor Union Contracts](#)

Eligibility

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.

Remote work arranged by mutual agreement between the agency and an employee may be discontinued by either party at any time. If required to work remotely at the time of hire as a condition of employment, the agency has the discretion to discontinue the arrangement at any time with reasonable notice.

Expectation of Professionalism

Employees are expected to conduct themselves with the same level of professionalism while working remotely as they are when working in the central workplace. They should make efforts to maintain a professional work environment. When attending virtual meetings, employees must be prepared to actively participate.

Employees working offsite are required to adhere to all established agency policy and procedures.

References:

[Discrimination and Harassment Free Workplace | Policy 50-010-01](#)

[Maintaining a Professional Workplace | Policy 50-010-03](#)

Working Hours

The working hours for any position will be determined by the department or manager with input from the employee.

Employee is to be available during established work hours. Absences (including unavailability during work hours) must be pre-approved. Employee will account for all time worked and use other leave, as appropriate, with prior management approval only.

Employee is to notify supervisor immediately if employee is unable to perform work assignments due to equipment failure or other unforeseen circumstances. In the event of equipment failure, the supervisor may immediately assign employee to another project or worksite.

Non-exempt employees are required to accurately reflect all hours worked on their time sheet and take all meal and rest breaks in accordance with the Fair Labor Standards Act, State Law and collective bargaining agreements, if applicable.

References:

[Fair Labor Standards Act | Policy 20-005-20](#)

Equipment

The agency will provide remote employees with equipment that is essential to their job duties. It is the responsibility of the employee to properly care for these items and report any damage immediately. Agency issued electronic equipment is to be used for state business and must only be used by the employee.

The agency is not responsible for any private property used, lost, or damaged. The state may pursue recovery from employee for state property that is deliberately or negligently damaged or destroyed while in employee's care, custody, or control. Employees are advised to contact their insurance agent and tax consultant for information regarding home worksites.

Employee shall surrender all state equipment, data, and documents immediately upon request.

References:

[Acceptable use of State Information Assets | Policy 107-004-110](#)

Security

Employee shall follow statewide policies regarding information security.

Employees are to protect state and client information from unauthorized access and ensure information is retained consistently with public records law requirements when working remotely. Employee acknowledges and understands responsibility to protect information based on classification level of information security.

Employee will identify the data security level used while working remotely and list state assets in the Asset Questionnaire in Workday.

Agency specific requirements and policies may also apply.

References:

[Cyber and Information Security | Policy 107-004-052](#)

[Cyber and Information Security Incident Response | Policy 107-004-053](#)

[Information Asset Classification | Policy 107-004-050](#)

Safety and Wellness

The agency is dedicated to promoting safety and wellness to all employees, including those working from locations other than the central workplace. All safety and wellness programs are available and accessible to employees when working remotely. Safety concerns should be immediately reported to a manager or a Safety and Wellness Consultant.

References:

[Employee Health & Wellness | Policy 50-010-06](#)

Injury Reporting

Injuries sustained while working remotely that occur during work hours while the employee is performing the duties of their job must be reported following agency procedure.

Out-of-state remote work

If the position has been approved for remote out-of-state work, the following guidelines will apply.

Employees approved for out-of-state remote work will be expected to complete a separate out-of-state remote work agreement.