

Process steps

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| Title: | Managing Furniture and Supplies for Remote Workers |
| Related to: | DAS 50.050.01, OHA 010-023-02 |
| Effective date: | 11/01/2021 |

Purpose

This document is designed to explain the process for providing remote staff with the necessary state issued office equipment and supplies. Access to Oregon State Surplus to support remote staff in setting up a home office is accessed through a separate related process. This process will be revisited within the year as guidance changes.

Process steps

1. Manager or designee identifies an equipment or supply need for individual working remotely.
2. Manager or designee orders equipment or supplies for delivery to an ODHS|OHA state-operated office **using standard business processes.**
 - a. For state-issued cell phones, manager or designee:
 - A. Orders the phone through the Office of Information Services (OIS) standard process.
 - B. Receives the phone at the manager or designee's ODHS|OHA state-operated office location.
 - b. For office furniture:
 - A. Manager or designee contacts the Office of Facilities Management (OFM) at DHS-OHA.WORKORDERS@dhsaha.state.or.us to determine if the agency already has suitable equipment, such as office chairs.
 - B. If suitable equipment is available, OFM delivers requested equipment to the manager or designee's ODHS|OHA state-operated office location.
 - C. If OFM determines suitable equipment is not available, manager or designee orders equipment through state approved vendors and contractors, for delivery to the manager or designee's ODHS|OHA state-operated office location.
 - c. For office supplies, such as pens, notebooks, and sticky notes:
 - A. Manager or designee determines if supplies are readily available in previously purchased supplies.
 - B. If supplies are not readily available, manager or designee orders equipment through state approved vendors and contractors, for delivery to the manager or designee's ODHS|OHA state-operated office location.
 - C. Standard office supplies should be provided on a regular basis as determined by program need and requests should be monitored and tracked for potential issues of abuse.

3. Manager or designee completes the MSC 0050 to include all equipment provided to the employee, including IT equipment (see associated process), phones, keyboards, and office chairs. Logging of office supplies is not required.
4. Manager or designee arranges delivery of the supplies:
 - a. If the individual works within Oregon or within 60 miles of and ODHS|OHA state operated office or ships the individual pick-ups equipment or supplies.
 - b. If an individual is working remotely in another state or more than 60 miles from an ODHS|OHA state-operated office, the manager works with OFM to arrange for delivery of equipment to an agreed upon address through a third-party receiver, signature required.
 - A. Signature required delivery is not necessary for office supplies. Shipping costs, including packaging, should be coded using remote tracking codes whether shipping is done through OFM or using SPOTS cards.
 - B. For newly hired individuals working remotely, equipment should be bundled for shipping as much as possible.
 - C. The hiring program may be responsible for the costs of shipping.
5. OFM tracks costs of shipping remote work equipment through a specific Office of Financial Services cost code.
6. OFM compiles the annual cost data related to shipping for review by agency leadership.
7. Manager or designee sends MSC 0050 to the individual working remotely via email.
8. Individual working remotely completes the equipment section in the asset inventory in Workday using the information in the MSC 0050.
9. Individual working remotely signs MSC 0050 and returns to the manager or designee via email. Electronic signatures are allowed for completing this form.
10. Manager or designee uploads MSC 0050 to Workday.

References

[DAS 50.050.01 Working Remotely](#)

Forms referenced

[MSC 0050 Employee Assigned Property Tracking Document](#)

[MSC 0075 IT Request and Acquisitions Form](#)

Related policies

[ODHS|OHA 070-001 Mobile Communication Device Policy](#)

[ODHS|OHA 070-001-04 Mobile Communication Device Coordination Guidelines](#)

[ODHS|OHA 070-001-013 Enrollment in Mobile Device Management Systems](#)

[OHA 010-023 Flexible Work Solutions](#)

[Add Travel policy](#)

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