

Guidelines

Title:	Working Remotely Out of State
Related to:	Department of Administrative Services (DAS) 50.050.01 Working remotely
Effective date:	09/13/2021

Purpose

This document is to provide guidance for assessing the opportunity for employees to work remotely out of state. Also refer to the documents located in the reference section below for topics to consider when reviewing remote work out of state, and prior to approving remote work out of state.

Guidelines

1. International remote work will not be considered or approved at this time. This decision will be reevaluated when employment and security issues have been researched and resolved in consultation with the Oregon Department of Justice (DOJ) and the Oregon Department of Administrative Services (DAS).
2. Remote work of limited duration (less than 14 business days) should be reviewed with an individual's manager prior to undertaking the remote work.
3. Long-term remote work outside of Oregon is not authorized until the Office of Human Resources (HR) receives a complete employment implications analysis on the proposed work state from DOJ and DAS.
4. A request to work remotely outside of Oregon requires support by the program's district or regional leadership. All the following steps need to be completed for an individual to work remotely from another state:
 - a. Completion of the analysis outlined in section two of this document.
 - b. Program authorization for billing expenses for consultation with DOJ to their cost center.
 - c. Program leadership review, remedy and documentation of all legal issues or concerns identified by DOJ or DAS.
 - d. HR and program collaboration to render an informed decision.
 - e. Program authorization to pay all business-related costs associated with having individuals conducting ODHS operations in a state outside of Oregon.
 - f. Completion of a Working Remotely Agreement with details of the remote work arrangement.
5. When all the items in sections two and three of this document have been satisfied, a written consent signed by the ODHS program's district manager or regional manager and by the ODHS Human Resources Director or designee must be obtained before approving any request to work remotely outside of Oregon.
6. ODHS retains the right to end or modify the working remotely agreement for business reasons and with reasonable and appropriate notice to the individual.

7. When a working remotely agreement is ended or modified HR will document the decision, including obtaining the appropriate signatures on the Working Remotely Agreement.
8. Individuals requesting to work out of state have a responsibility to review and agree to the following before transitioning to the alternate work location. The individual:
 - a. Understands and agrees they remain an employee of Oregon, regardless of their alternate worksite location.
 - b. Understands and agrees they are subject to Oregon Family Leave and other Oregon employment related laws even when working remotely outside of Oregon.
 - c. Agrees their official central worksite remains unchanged and is in Oregon.
 - d. Agrees that with appropriate notification, they will be available to work from their central worksite as needed, even during a day or time that is normally scheduled for remote work at their alternate worksite.
 - e. Agrees to start and end their day in alignment with their normal work hours when required to work from their central worksite, unless otherwise approved by their manager.
 - f. Will obtain management approval in advance when reporting to an Oregon ODHS office that is not their central worksite.
 - g. Will work their hours in accordance with Pacific Standard Time unless otherwise approved by their manager.
 - h. Understands all travel and related expenses to and from the individual's central worksite or any other ODHS office are the individual's responsibility and will not be reimbursed by the agency except in alignment with permissible policy and the Oregon Accounting Manual.
 - i. Agrees that either they or their manager may, for business reasons, end the working remotely agreement with reasonable, appropriate notice.
9. It is the sole responsibility of the individual to determine if there are any federal, state, or local tax obligations or restrictions for working out of a home office within the state where their alternate worksite reside. The agency cannot advise or counsel on the impact of these potential obligations.

References

[DAS Topics for Consideration](#)

[ODHS Quick Reference Guide: Factors to Consider](#)

[Working Remotely at ODHS](#)

[ODHS Core Values](#)

[Incident and Accident Reporting](#)

[Working Remote Guidelines](#)

[General Provisions of Working Remotely](#)

[Working Remotely Out of State](#)

[Working Remotely: Work Hours, Availability and Overtime](#)

[Working Remotely: Computer Hardware, Software, Equipment, and Supplies](#)

[Working Remotely: Confidentiality and Security](#)

Forms referenced

[Working Remote Assessment Tool](#)

[Working Remotely Agreement](#)

[Working Remote Self-Assessment Tool](#)

MSC 0050 Employee Assigned Property Tracking

Related policies

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

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

[DAS 50-000-01 Drug Free Workplace Policy](#)

[DAS 50.050.01 Working Remotely](#)

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

[ODHS|OHA 010-014 Agency Compliance with Statewide Administrative Policy](#)

Contact

Office of Human Resources

Robert Salinas

ROBERT.salinas@dhsoha.state.or.us

Phone: (971) 273-6434

Angela Jameson

angela.m.jimeson@dhsoha.state.or.us

Phone: (6503) 779-8744

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