

## Guidelines

<b>Title:</b>	Working Remotely: Work Hours, Availability, Leave and Overtime Requests
<b>Related to:</b>	Department of Administrative Services (DAS) 50.050.01 Working remotely
<b>Effective date:</b>	09/13/2021

### Purpose

This document provides guidance on work hours, availability, leave and overtime as it relates to working remotely.

### Guidelines

1. Work hours, availability, and overtime for individual employees who are working remotely will not change because of a working remotely agreement.
  - a. As part of the working remotely approval process, individuals should work with their supervisor or manager to develop a standard working remotely schedule and expected work hours to meet the needs of the individual, office, and program.
  - b. FLSA non-exempt individuals (individuals who are generally eligible for overtime pay) should not work outside of their scheduled hours when working remotely.
    - A. FLSA non-exempt individuals should not take phone calls or check emails outside of their regular working hours unless they are on-call or it is required for a program specific purpose approved by their manager.
    - B. Any changes to a working remotely schedule, including potential overtime, must have prior approval from the individual's manager or supervisor.
    - C. FLSA non-exempt individuals are required to take scheduled breaks and lunches in accordance with their collective bargaining agreement and applicable State of Oregon policies.
2. For FLSA-exempt individuals, ODHS strongly encourages limiting work outside of the regular agreed schedule.
3. FLSA-exempt individuals should work with their supervisors to develop expectations of availability outside of regularly scheduled work hours.
4. Modifying a remote work schedule requires following appropriate steps for approval.
  - a. Individuals must obtain prior approval from their supervisor to change a regularly scheduled day to work remotely.
  - b. Requests by individuals to change their regularly scheduled days to work at an alternate worksite should be accommodated by the supervisor, if possible.
5. Individuals must maintain availability using the communication tools provided by ODHS, such as email, telephone, mobile phone or other agreed tools, during standard work hours

or during designated specific core hours of availability as agreed to with the manager or supervisor.

- a. With appropriate notification, individuals 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.
  - b. Individuals will 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.
6. Individual employees are subject to standard leave request and overtime processes.
- a. Oregon Administrative Rules, collective bargaining agreements, and the Fair Labor Standards Act (FLSA) continue to apply to individuals working remotely.
  - b. Requests for leave must be approved by the supervisor in a manner consistent with collective bargaining agreements and State of Oregon policy.
  - c. Requests for overtime must receive advance approval from the supervisor.
7. Individuals may have an unexpected inability to work remotely.
- a. Individuals must contact their supervisors if equipment, connectivity, local power failures, or other similar problems prevent them from working remotely at an alternate worksite.
  - b. Both the individual and the manager should reference DAS, State Human Resources Policy Number: 60.015.01 Temporary Interruption of Employment when responding to these situations.
  - c. Consultation with ODHS Human Resources Business Partners is available to ensure consistent application of the policy.

## References

[Temporary Interruption of Employment](#)

## 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](#)

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### **Keywords**

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