

Guidelines

Title:	Working Remotely: Computer Hardware, Software, Equipment and Supplies
Related to:	Department of Administrative Services (DAS) 50.050.01 Working Remotely
Effective date:	10/04/2021

Purpose

This document is intended to give guidance on computer hardware, software, equipment and supplies those items relate to working remotely. Review additional information found in the Reference section of this document.

Guidelines

1. Issuing, tracking, and documenting state-owned computer hardware, software, equipment, and office supplies is a shared responsibility between the individual, Office of Information Services and the manager, supervisor or designee.
2. Individuals may not use their own personal computers, phones, or other equipment. Using a personal cell phone as a mobile hotspot for internet access is permitted.
3. Individual employees are responsible for:
 - a. Making sure they have adequate internet access at the alternate worksite.
 - b. Protecting ODHS property from possible theft, loss, and damage from the alternate worksite. The individual may be liable for replacement or repair of ODHS property in compliance with applicable laws on negligence or intentional conduct in the event of theft, loss, or damage.
 - c. Following all software copyright laws. Individuals may not make unauthorized copies of any ODHS-owned software.
 - d. Only adding hardware or software to ODHS equipment with prior approval from their supervisor and in accordance with applicable policies and processes.
 - e. Protecting the integrity and confidentiality of copyrighted software and sensitive ODHS data.
 - f. Following policies, processes, and practices as required at the central worksite.
 - g. Returning all ODHS property to their central worksite or OIS within fifteen (15) calendar days of the conclusion of the Working Remotely Agreement, including separation from employment. If an individual fails to return ODHS-owned property, ODHS may seek recovery for damages through legal means.
4. Manager and supervisors are responsible for:
 - a. Supplying individuals who are working remotely with ODHS-owned computers, laptops, cell phones and other related hardware and office supplies to effectively perform the duties of the position while working at an alternate worksite.
 - b. Providing other needed equipment in compliance with standard office practice.
 - c. Advising the individual employee that any computer hardware, software, equipment, furniture, and supplies provided by ODHS are the property of ODHS and may only be used for ODHS-related business purposes.

- d. Providing access to remote computer support on ODHS-owned equipment.
- 5. OIS is available to individuals needing technology assistance.
 - a. Requests for assistance and support should begin with the OIS Service Desk.
 - b. ITAM supports equipment assignment and exchange through standard OIS processes.
 - c. Some standard equipment may not be immediately available. OIS determines the technology options and equipment available for individuals working remotely as those options change.

References

[ODHS Office of Information Services](#)
[ODHS Office of Facilities Management](#)

Forms referenced

[Working Remotely Agreement](#)

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

Alternate, activities, alternate schedule, asset survey, chair, collaboration, collaborative, collective bargaining agreements, computer, contract, desk, engagement, ergonomic, equipment, facilities, flex, flexible, flexible work solutions, flexibility, flex time, FWS, home, home office, interaction, keyboard, manage, managers, meetings, mouse, office, PD, position description, printer, remote, remote access, safety, schedule, status, support, telecommute, telecommuting, telework, teleworking, virtual, WFH, work, Workday, work from home, work life balance, working remotely, workplace, workspace
Insert keywords here

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