

## Guidelines

<b>Title:</b>	Key Topics Related to Flexible Work Solutions, including Eligibility, Equipment and Reimbursement
<b>Related to:</b>	OHA 010-023
<b>Effective date:</b>	09/09/2019

### Purpose

This document provides guidance about topics of critical interest to managers and staff when discussing flexible work solutions. These guidelines are based on policies of the Oregon Department of Administrative Services (DAS) and Oregon Health Authority (OHA) and individuals who deviate from these guidelines risk the success and availability of remote or flexible work solutions.

### Guidelines

1. OHA provides individuals the option to work remotely and flex their working hours when the responsibilities of a position make it possible and appropriate for the individual, the manager, the team and the agency.
2. Some OHA positions, especially those located at the Oregon State Hospital, are bound by the responsibilities of their position to location or shift requirements and are not eligible for remote work.
3. Because remote work is optional, individuals who work remotely must balance the convenience of flexible work solutions with the need to accept responsibility for providing some equipment or supplies.
4. Individuals approved to work outside of state-owned or leased buildings provide their own office space, internet and other utility coverage, without reimbursement from the state.
5. Remote workspace, some furniture, internet and other utility coverage must be maintained at a level that allows the individual to perform their assigned duties and participate in phone conferences and virtual meetings during scheduled work hours.
6. OHA provides standard office equipment for a single office site. Individuals who work from home more than two days each week are required to use a drop-in, hot-desk or other shared location when working in a state office location.
7. Staff and managers should consult to determine the necessary and available tools to complete work from home, providing the same basic setup that would be available in the workplace based on current business needs and standards.
  - a. Individuals who work from home most of the time or all of the time will be provided with basic state equipment for their home office, including a computer, two monitors, keyboard and mouse, and a chair.
  - b. Sit-stand equipment, printing equipment or other equipment may be provided based on need, availability and budgetary constraints. Need for home printing capability requires significant justification.
8. All equipment must be:
  - a. Approved and purchased through standard state procurement processes, including using DAS contracts and ITAM processes.

- b. Delivered to a state office location.
  - c. Picked up and transported by the individual to the home, unless an accommodation is required.
  - d. Logged into Workday.
9. Ergotron style sit-stand equipment that attaches to existing furniture cannot be purchased for home use due to the risk of improper installation. The following sit-stand equipment is approved for home use; similar equipment may be purchased if the specific equipment is not available:
- a. [Flexispot AlcoveRiser sit-to-stand desk converter.](#)
  - b. [Flexispot EM7MB Electric sit-stand desk riser.](#)
  - c. [VersaDesk Power Pro sit-to-stand height adjustable desk riser.](#)
  - d. [Kantek sit to stand mobile height adjustable monitor mount.](#)
  - e. [Ergotron WorkFit-C dual sit-stand computer stand.](#)

## References

[OHA 010-023-02 Updating Workday: Registering for Remote Work and Accessing Flexible Work Solutions](#)

[OHA 010-023-03 Updating Workday: Reviewing, Changing or Removing Remote Work Status, Updating Asset Lists](#)

OHA 010-023-04 Setting up the Home Office

OHA 010-023-05 Evaluating and Updating the Position Description for Flexible Work Solutions

OHA 010-023-06 Manager Tool: Appreciative Inquiry Exercise for Evaluating and Updating Position Descriptions for Flexible Work Solutions

OHA 010-023-07 Manager Tool: Best Practices for Supporting Flexible Work Solutions

OHA 010-023-08 OHA Remote Work Guide

OHA 010-023-09 Manager Tool: Working in a Different State – Topics to Consider

ODHS|OHA 010-023-10 Getting the Most Out of Your Home Network

## Forms referenced

## Related policies

[DAS 50.050.01 Working Remotely](#)

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

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## Keywords

Alternate, activities, alternate schedule, appreciative inquiry, 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

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