

## Guidelines

<b>Title:</b>	Evaluating and Updating the Position Description for Flexible Work Solutions
<b>Related to:</b>	OHA 010-023
<b>Effective date:</b>	12/07/2020

### Purpose

This document provides managers with guidelines for evaluating existing positions descriptions for the move to part- or full-time remote work as well as flexible working hours.

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. Some OHA positions are bound by the responsibilities of their position to location or shift requirements. Individuals approved to work outside of state-owned or leased buildings provide their own internet and other utility coverage, without reimbursement from the state, allowing them to perform their assigned duties and participate in phone conferences and virtual meetings during scheduled work hours.

Staff and managers should consult to determine the necessary and available tools to complete work from home, providing the same setup that would be available in the workplace based on current business needs and standards.

### Guidelines

1. Remote work and flexible working hours are best suited to individuals who:
  - a. Perform “knowledge work” or repeatable work: work that essentially consists of the organization, creation and transformation of information artifacts and has work processes dominated by communication and data production actions.
  - b. Work well with limited direction and oversight.
2. When an individual is working or is transitioning to a remote work environment or flexible working hours, use the most up-to-date position description (PD) available.
3. If the PD has not been updated in the past two years, use this opportunity to collaborate with the individual and review each section of the PD for accuracy.
  - a. Have the individual provide a written description of their job functions.
  - b. Ask the individual to evaluate how much time is spent in meetings and responding to emails each day.
  - c. Ask the individual to provide a current list of work activities, anticipated project timelines, and project deliverables. This will support the development of the PD and provide a basis for individual workplans.
4. Managers should review the appreciative inquiry questions for PD evaluation or other similar tools that support collaborative decision-making. Resources are available through the:

- a. State library.
- b. Reference section of this document.
5. During the first review of a PD for implementation of flexible work solutions, managers and individuals should have an honest and supportive conversation about whether some work is not being done or cannot be done because of remote work, alternate hours, or other requirements.
6. Managers and individuals should have an honest and supportive conversation about meeting the needs of the individual through remote work and flexible hours while also meeting the needs of the team, the manager, and the organization.
7. Managers and individuals should have an honest and supportive conversation using the tool “Setting up the Home Office” to ensure that the manager and the individual are considering all the technology and privacy needs of remote work.
8. Manager and the individual should review form OHA0105H, “Position Description Instructions” to accurately update each section of the PD. Specific sections have been called out in this document, but take the opportunity to review the entire PD.
9. For an individual who has been or is transitioning to a remote work environment or flexible working hours, include in sections 2b and three (3) of the PD any work that requires:
  - a. Access to products, printed materials, packages or mail that are delivered to an agency office location.
  - b. Access to printers or other specialized equipment that is generally not provided for remote workers at home.
  - c. On-site interaction with agency clients.
  - d. Management of facilities.
  - e. Work activity between the hours of 7 a.m. and 6 p.m. Pacific Time.
  - f. Direct collaboration with colleagues and stakeholders, if the collaboration can’t be sufficiently supported through remote technology.
  - g. Physical handoff of materials.
  - h. Access to protected information that cannot be secured and controlled in a purely digital environment.
  - i. Other work that requires an individual to perform their work in a state-maintained office environment.
10. For an individual who has been or is transitioning to a remote work environment or flexible working hours, use section four (4) of the position description template to describe what percentage of the work for the position can be performed remotely and on a flexible schedule within the defined workweek.
  - a. Specify what work requires an on-site presence and working within standard office hours.
  - b. Consider using or adapting the following language: Some duties can be performed remotely. Remote workers must establish and maintain an appropriate environment and schedule when working from home. To be eligible for telework, staff must have a home work-space that meets all applicable technology, security and safety requirements including the ability to provide protection of confidential information accessible in their home. Staff who work remotely may be required to periodically or regularly report to a state office location as part of their job.
11. Update section eight (8) of the PD to include information about how work will be evaluated, especially work performed in a remote work environment or work performed on a flexible schedule.
12. For an individual with supervisory responsibilities, describe how those responsibilities will be fulfilled in a remote work environment or when an individual is working on a flexible schedule:
  - a. Are additional supports required for the supervisor’s staff?

- b. Does the supervisor have the skills to effectively manage a team in a remote environment?
  - c. What additional oversight might a supervisor's supervisor need to provide?
13. For an individual who is asking to work out-of-state, consult with OHA Human Resources to ensure the agency is in compliance with issues such as:
- a. Background checks.
  - b. I-9 compliance.
  - c. Pay equity.
  - d. Paid, unpaid, and protected leave.
  - e. Protected classes (civil rights) and accommodations under the Americans with Disabilities Act.
  - f. Bargaining, wage and hour laws, worker's compensation, and unemployment insurance.
  - g. OSHA and Fair Labor Standards requirements.
  - h. Information security and access.
14. Update all appropriate sections of the PD and provide the updated PD to HR.

## References

OHA 0105h Position Description Instructions

[OHA 010-023-01 Setting up the Home Office](#)

[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 Evaluating and Updating the Position Description for Flexible Work Solutions

OHA 010-023-05 Manager Tool: Appreciative Inquiry Exercise for Evaluating and Updating Position Descriptions for Flexible Work Solutions

OHA 010-023-06 Manager Tool: Best Practices for Supporting Flexible Work Solutions

OHA 010-023-07 OHA Remote Work Guide

OHA 010-023-08 Manager Tool: Working in a Different State – Topics to Consider

OHA 010-023-09 Guidelines for Office Supplies and Utilities Related to Flexible Work Solutions  
Getting the Most Out of Your Home Network

## Forms referenced

Enter forms in this area

## Related policies

[DAS 50.050.01 Working Remotely Policy](#)

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

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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, 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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