

Process

Title:	Approving non-standard equipment or space allocation
Related to:	DAS 50.050.01
Effective date:	01/10/2022

Purpose

Based on state budgeting principles, each agency position is funded at a specific level that includes facilities and information technology costs. The Oregon Department of Human Services (ODHS) and the Oregon Health Authority (OHA) provide standard equipment for a single workstation dependent on whether the individual works primarily in an ODHS|OHA state operated office or remotely. Standard equipment includes a computer and two monitors, mouse and keyboard, camera and microphones (if needed), and an approved sit-stand tool. This document is the process for approval of additional or non-standard equipment or allocation of a dedicated workspace in an ODHS|OHA state operated office when an individual also has an information technology (IT) setup for working remotely.

Process

1. Individual submits to their supervising manager a request for:
 - a. Non-standard equipment such as a printer or file cabinet.
 - b. A dual IT setup that includes a dedicated workspace in an ODHS|OHA state-operated office.
2. Supervising manager reviews the request for additional equipment or workspace. To approve additional equipment or workspace, the supervising manager considers:
 - a. The costs of purchasing, shipping, and having equipment returned.
 - b. The costs of lifecycle upgrades for dual IT equipment, which are covered by program rather than standard IT asset management (ITAM) maintenance funds.
 - c. The costs of funding space in a state-operated office that is not being used to full potential based on the individual's primary workstation.
 - d. Employee equity, including the ability of individuals in a specific salary range to fund a home office.
 - e. Whether the individual can access the desired equipment through state surplus.
 - f. Consultation with the Office of Human Resources (OHA) or the ADA coordinator (ODHS) if the request is related to an accommodation. This process is separate and distinct from the ADA accommodation process.
3. For non-standard equipment such as a printer or file cabinet, the supervising manager:
 - a. Denies the request and notifies the individual that the request was denied; or
 - b. Approves and submits the request to Office of Facilities Management (furniture) for delivery, or purchase and delivery, under ODHS|OHA 010-023-02; or

- c. Approves and submits the request to Information Technology Asset Management (ITAM) (printer) for purchase and delivery, under ODHS|OHA 010-023-01.
4. For an IT setup that includes allocation of a dedicated workspace in an ODHS|OHA state operated office when an individual also has an IT setup for working remotely, supervising manager:
 - a. Denies the request and notifies the individual that the request was denied; or
 - b. Approves the request and sends the request to the next approver (see below) with justification for the approval, including why any proposed IT solution is not acceptable.
 - A. For ODHS, the supervisor submits the request to the Chief Administrators Office (CAO). Final decisions are made by the CAO. Requests should be sent to DHS.ChiefAdministratorsOffice@dhsoha.state.or.us.
 - B. For OHA, supervisors submit requests to OHA.DeputyDirector@dhsoha.state.or.us. Requests will be reviewed by the Deputy Director's Office and sent with recommendation to division directors or their designee for a final decision.
5. The CAO, the division director, or their designee reviews the decision based on program justification and approves or denies the request. Requests should not be approved if a technical solution exists that allows the individual to maintain only one workspace.
6. The CAO, the division director, or their designee:
 - a. Denies the request and notifies the individual and supervisor that the request was denied; or
 - b. Approves the request and submits the request to ITAM for purchase and delivery under ODHS|OHA 010-023-01.

References

[DAS Labor Relations Documents](#)

[Oregon DAS Telecommute-Telework Tools](#)

Forms referenced

Related policies

[Oregon DAS 50.050.01 Working Remotely](#)

[DHS|OHA 010-014 Compliance with Statewide Policies](#)

[OHA 010-023-01 Key Topics Related to Flexible Work Solutions, including Eligibility, Equipment and Reimbursement](#)

[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 010-023-01 Managing IT For Remote Workers](#)

[ODHS|OHA 010-023-02 Managing Furniture and Supplies for Remote Workers](#)

[ODHS|OHA 010-023-10 Getting the Most Out of Your Home Network](#)

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