

Procedure Title:	Telecommuting				
Procedure Number:	DHS-060-026-01	Version:	2.1	Effective Date:	Upon approval

DHS Chief Administrative Officer

07/10/09

Approved By: *(Authorized Signer Name)*

Date Approved

Procedure

Step	Responsible Party	Action
1.	Employee	As part of the telecommuting application process, employees who request to participate in the telecommute program must complete the Employee Telecommuting Self-Evaluation PDF WORD and give it to their supervisor/manager.
2.	Supervisor/manager	The supervisor/manager will review the Self-Evaluation form and either approve or deny the request. If denied, the supervisor/manager will notify the employee and provide the reason for denial.
3.	Employee	If approved by the supervisor/manager, the employee must provide their supervisor/manager with a completed DHS Telecommuting Application .
4.	Supervisor/manager	If approved, the supervisor/manager will forward the Telecommuting Self Evaluation and the Telecommuting Application to the Assistant Director or designee.
5.	Assistant Director/designee/HR	The Assistant Director or designee will review and indicate on the Telecommuting Application their approval or denial and return to supervisor/manager.
6.	Supervisor/manager/ Employee	If approved, the supervisor/manager will review the Telecommuting Policy with the employee. The employee must sign and agree to abide by the DHS Telecommuting Agreement.
7.	Supervisor/manager/	After the Telecommuting Agreement has been signed, the supervisor/manager sends request to OIS service desk for remote access to the DHS information system.
8.	OIS, Service Desk	When the remote access has been completed, the service desk will notify the supervisor/manager
9.	Supervisor/manager	The supervisor/manager will keep a copy of the

		Telecommuting Self Evaluation, the Telecommuting Application and the Telecommuting Application/ Agreement.
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Policy that applies:

[DHS-060-026, Telecommuting Policy](#)

Form(s) that apply:

DHS 2112, DHS Telecommuting Checklist - [Word](#)

DHS 2114, DHS Telecommuting Application - [PDF](#), [Word](#)

DHS 2116, DHS Employee Telecommuting Self-Evaluation [PDF](#), [Word](#)

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Procedure History:

- **Version 2.1:**
08/25/09 Adoption DHS Policy
- **Version 2.0:**
01/09/09 Adoption of DAS Policy
- **Version 1.0:**
01/01/2003 (Reaffirmed)
08/12/2002 (Initial Release)

Keywords:

(List keywords here that might be used by someone to search for this policy on the internet)