

<b>Procedure Title:</b>	Telecommuting			
<b>Procedure Number:</b>	DHS-060-026-01	<b>Version:</b>	2.1	<b>Effective Date:</b> Upon Approval

*Signature on File at ASD Central*

7/10/09

**Approved:** *DHS Chief Administrative Officer*

**Date:**

## 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 <a href="#">PDF</a> <a href="#">WORD</a> 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 <a href="#">DHS Telecommuting Application</a> .
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 <a href="#">Telecommuting Policy</a> 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.

### Policy that applies

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

### Forms that apply

- DHS 2112, DHS Telecommuting Checklist - [Word](#)
- DHS 2114, DHS Telecommuting Application - [PDF](#), [Word](#)
- DHS 2116, DHS Employee Telecommuting Self-Evaluation [PDF](#), [Word](#)

### Contacts

- **Name:** Stuart Armijo; **Phone:** 503-945-6371;
- **Email:** <mailto:stuart.armijo@state.or.us>

### Procedure History

- **Version 2.1:** 08/25/09 – Adopt DHS Policy
- **Version 2.0:** 01/09/09 – Adoption of DAS Policy
- **Version 1.0:** 08/12/2002 - Initial Release