PORTLAND PUBLIC SCHOOLS

Employee Remote Work Guidelines

Human Resources

September 2021
version 1.1

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GUIDED BY OUR VISION AND VALUES

Our **vision** and **core values** guide our decisions on our desired workplace culture, including our remote work options plan.

Vision
- Community-minded
- Connected and Collaborative
- Adaptive
- Resilient and Open to Change
- Flexible
- Future-Focused Environments

Core Values
- Relationships
- Creativity
- Innovation

PURPOSE

These new remote work guidelines are an opportunity to create and support a culture open to positive, collaborative and transformational change where employees thrive. Being forced to work remotely during the COVID pandemic taught us skills and demonstrated our ability to be highly productive. We believe that, through thoughtfully applying the lessons from these experiences, we can work together to offer flexibility in how and where we do our work while excelling at delivering on our mission and vision for our students.

Our students have told us repeatedly that what they most value is a reliable and consistent adult presence throughout Portland Public Schools. We also know that in-person contact fosters additional connection and creates opportunities for relationship-building with students and staff in ways that cannot be fully replaced by a video or phone call. So regardless of role, all of us must be able to have regular in-person contact with our teams and our schools, and provide excellent service and support for our students, families, and each other.

The purpose of this playbook is to share expectations for PPS' flexible remote work model. This guide provides insight, a community of practice, expectations, and the ins and outs of the flexible remote work model at Portland Public Schools.

ONGOING FLEXIBLE REMOTE WORK OPTIONS & EXPECTATIONS

Flexible remote criteria

There are both team and individual commitments needed to make remote work options successful as we enter this new phase. All Central Office departments need to ensure consistent physical presence of staff and service coverage during regular operating hours. All central office staff must be able to have regular in-person contact with their teams and our school communities.

Please note: at this time, PPS is not administratively designed to support employees who reside outside of the Portland-Salem-Vancouver metropolitan area.

Flexible remote work eligibility

To be eligible, employees must:

1. Work in a [role that allows for remote work](#).
2. Understand and agree to the remote work requirements.
3. Submit a plan on this form and discuss the plan and additional expectations with your supervisor.
4. Once approved by your supervisor, this form must be submitted to HR for inclusion in your personnel file.

District service-level agreements

Supervisors may approve an employee to regularly work remotely up to two (2) days per week with consideration given to the following:

- Highly responsive service and support to our internal partners and students/families.
- Ability to have regular in-person contact with our teams and our school communities.
- Attendance at monthly PPS HQ Community Days.

Remote work options

Up to 2 days per week remote work will be an option for the majority of central office team, depending on role:

- We understand and value certain roles that require staff to be in the building five days per week. This will include, but not limited to custodial, warehouse, and maintenance staff, and front office security staff.

Up to 1 day per week remote work for some customer service focused positions, senior leaders, including Chief and Cabinet-level leaders, Senior Directors, and their CEAs/Admin Assistants.

In some extenuating circumstances, exceptions to the 2 days per week may be approved. Any exceptions must be submitted in writing and approved both by the cabinet-level chief and by HR.

Remote work expectations

- PPS provides each employee with an on-site work space and tools/equipment. Employees who choose to, and are approved, have a work from home schedule are responsible for your own home equipment. PPS does not supply wi-fi, furniture, monitors, ergonomic reviews, etc., for home offices.
- Delivering on service level commitments from a remote work location means that employees must remain accessible and productively engaged during scheduled work hours.
- Comply with all PPS rules, policies, practices and instructions that would apply if you were working onsite at a PPS location.
- Follow your schedule, take required breaks and lunch, and obtain prior approval for any

overtime before it's worked.

- Protect confidential information at all times, including student and employee data. **PPS files may not be maintained or stored at home offices.**
- On approved remote work days, employees who encounter power, internet, or other technical difficulties are expected to make alternate arrangements and come on-site to complete their work - or request paid time off.
- Ensure arrangements are made for regular dependent care during all work hours, understanding that telecommuting is not a substitute for dependent care. Remaining engaged in work activities is not consistent with simultaneously caring for dependents.
- Remain flexible to adjusting schedules when work and personal needs shift. You may be called in to your work-site on short notice for unplanned or unexpected circumstances.
- Maintain a safe and secure work environment at all times.
- Report work-related injuries to your manager and Risk Management as soon as practicable.
- Remote work is not a replacement or alternative to taking sick leave or vacation. Being fully engaged in work activities during your work hours is the consistent expectation of the remote work option. If you are too ill to work from home, please use your sick time for rest, recovery, and getting medical care. Vacation time is an important opportunity to rest and recharge, and you are encouraged to take your vacation time.

PPS HQ community day

One consistent day per month will be formally designated as a "PPS HQ Community Day" when all staff are expected in the office in person (unless on pre-approved leave). The PPS HQ Community Day is dedicated time to build and deepen interpersonal connections and relational trust with each other, our organization, and our vision and strategic plan.

Additional supervisor information

- Supervisors **may not require** an employee to work from home.

- From time-to-time, employees **may request to work from home on an ad hoc basis** to deal with personal issues that may not be managed at other times, such as letting the furnace repair person in the house. Supervisors are encouraged to use their best judgement when reviewing these requests - they should be made in advance and the employee should still be expected to participate in all required meetings.

- **Encourage vacation.** Flexible remote work allows employees to work from a location they choose - it is not intended to prevent employees from taking vacation time. Employees should be encouraged to take vacation time free of any work expectations.

- **Changes** in an employee's regular remote work schedule may be made by **mutual agreement**. Should situations arise where the employee's work has shifted and the number of days remote work may need to be **reduced**, or if for any other reason a supervisor feels a remote work schedule needs to **stop**, they **must contact their HR Employee & Labor Relations** partner to discuss the situation.

WORKSPACE + EQUIPMENT + SYSTEMS + TOOLS
Home workspace

When creating a remote workspace, consider the following:
- Safety - ensure your workspace is safe by removing trip hazards and securing cords
- Comfort - set up your workspace in an ergonomic friendly design, have a comfortable chair or a standing desk. Visit Risk Management's ergonomic program website for additional resources.
- Distractions - limit distractions by finding a quiet, private workspace
- Self Care - identify a space with natural light and temperature control

Equipment

PPS provides each employee with one workstation. Employees who choose to, and are approved, have a work from home schedule are expected to provide their own home equipment.

Equipment	Use
Computer and docking station (if needed) x1	PPS will provide one computer and docking station for laptops. Employees who are approved for regular remote work are required to transport their equipment to and from the office.
Monitor (one or two)	PPS will provide up to two monitors. Employees who are approved for regular remote work must decide if they set up their monitors at their home office or on-site. Employees may choose to transport their monitor(s) regularly or opt to use or purchase their own.
Mouse & Keyboard x1	PPS will provide one mouse and keyboard. Employees who are approved for regular remote work must decide if they set up their mouse and keyboard at their home office or on-site. Employees may choose to transport their mouse and keyboard regularly or opt to use or purchase their own.
Chair x1	PPS will provide one chair for employees. Chairs are for use when on-site only and may not be taken home.
Standing Desk	PPS may provide employees with a standing desk option. Standing desks are for use when on-site only and may not be taken home.
Other	Employees who need additional equipment may make a request of their supervisor. Supervisors will assess the need and determine if the additional equipment is provided for on-site use only or may be used at home.

Software & tools

PPS primarily uses the Google suite of applications. Here is a brief overview of available collaboration and learning tools and resources that different departments utilize.

Gmail (email and calendar)	Google Drive (documents, spreadsheets, slides, forms)	Google Chat (instant messaging)
Google Hangout (video conferencing)	Additional software tools by job function.	Zoom (video conferencing)
Jamboard (collaboration)	PepperPD (online learning and in-person training)	Smartsheets (project management)

Employees are expected to follow the **Acceptable Use Policy** (8.60.041-AD) when using district equipment and conducting district business. See also **Computer Use Policy** (8.60.040-P).

Equipment that is damaged, lost, or stolen must reported immediately. Review **Risk Management's website** to report damaged, lost, or stolen equipment.

BESC & Rice conference rooms
All Central Office conference rooms have been outfitted with a PolyStudio Camera, TV or Projector, Air Tame.

Facilitator is responsible for bringing their laptop/chromebook for presentation.

Click **here to view an instructional video/flyer** on how to use the PolyStudio Camera when having meetings with staff remote and in-person. A flyer on connecting your laptop can be found in each conference room.

CONNECTING WITH OTHERS

Connecting with your team

From having lunch together to saying hello in the hallways, from playing cards in the breakroom to conducting a walking meeting - many people find it easier to connect socially with their peers when working at the office.

In our new flexible remote work environment, connecting with each other and building relationships is more important than ever. as for Team Connecting -
- warm welcome - invite colleagues to share something positive that occurred recently
- optimistic closure - round robin style, individuals provide kudos for another employee (may or may not be in the same meeting)
- theme days - as a group select a theme and wear something to inspire joy all day
- show and tell - select a photo taken that week and describe what is special about the photo

Connecting individually
- conduct a virtual walking meetings, put in your headphones and walk at the same time, from your own location!
- grab virtual coffee, schedule time with a colleague to get to know them better, each while enjoying a cup of coffee, tea, or water.

Communication between employees & supervisors

Employees – communicate up
- Share your accomplishments
- Ask for help when you hit a roadblock
- Communicate, communicate, communicate
- Request clarity when needed
- What do you need to be successful?
- Review goals and project timelines and action items, ensure you are on track
- Ask for feedback

Supervisors – set clear expectations
- Define and communicate team norms and expectations
- Clarify SLA, response times and availability
- How to communicate with you - what's the best way to reach you? Chat, call, text, email
- Verify priorities for employees
- Provide a minimum of 48 hours notice if you must request an employee be onsite during their regularly scheduled remote work day

Meeting norms

The following are standard recommended meeting norms as well as suggestions to support meetings where participants may be working on-site or from a remote location.

- End meetings 5 minutes early to allow for "passing time"
- Invite appropriate stakeholders - be mindful of everyone's time, if someone is invited in order to "inform" some individuals - think of other methods for informing them.
- Commit to being present and participating. Stay engaged and focused. Avoid reading and responding to emails or multitasking. Participants may need a bio-break, have a pet that unexpectedly jumps on screen, or need a drink of water during a meeting - that's okay, we are all human and have personal needs that need attending briefly!
- Include a Google Hangout or Zoom link for all meetings to accommodate those working remotely. If all participants are expected to attend the meeting in person, ensure this is clearly communicated well in advance, and when possible, consider holding those meetings on PPS HQ Community Days or other days when all meeting participants are already expected to be onsite.

APPENDIX A - Remote Work Agreement Form

REMOTE WORK AGREEMENT FORM

Remote Work Options
This form and guidelines are for employees who are planning to work remotely as part of their **regular** schedule. To request a remote work schedule, employees and supervisors must review the remote work guidelines, complete this form and return it to Human Resources. This agreement is not required for infrequent ad hoc remote work.

Up to 2 days per week remote work will be an option for the majority of the central office team, depending on role. We understand and value those roles that require staff to be in the building five days per week. This will include, but is not limited to, custodial and maintenance staff, and front office security staff.

Up to 1 day per week remote work for some customer service focused positions, senior leaders, including Chief and Cabinet-level leaders, Senior Directors, and their CEAs/Admin Assistants.

In some extenuating circumstances, exceptions to the 2 days per week may be approved. Any exceptions must be submitted in writing and approved both by the cabinet-level chief and by HR.

To be eligible, employees must:
1. Work in a role that allows for remote work (view eligibility by position here);
2. Understand and agree to the remote work requirements;
3. Submit a plan on this form and discuss the plan and additional expectations with your supervisor;
4. Once approved by your supervisor, this form must be submitted to HR for inclusion in your personnel file.

Remote Working Agreements
Employees who request a remote work schedule agree to the following:

District Service-Level Commitments
- Highly responsive service and support to our internal partners and students/families.
- Ability to have regular in-person contact with our teams and our school communities.
- In-person attendance at monthly PPS HQ Community Days or other meetings and events as required.

Remote Work Expectations
- PPS provides each employee with an on-site work space and tools/equipment. Employees who choose to, and are approved, have a work-from-home schedule are responsible for your own home equipment. PPS does not supply wi-fi, furniture, monitors, ergonomic reviews, etc., for home offices.
- Delivering on service-level commitments from a remote work location means that employees must remain accessible and productively engaged during scheduled work hours.
- Comply with all PPS rules, policies, practices and instructions that would apply if you were working onsite at a PPS location.
- Follow your schedule, take required breaks and lunch, and obtain prior approval for any overtime before it's worked.
- Protect confidential information at all times, including student and employee data. **PPS files may not be maintained or stored at home offices.**

- On approved remote work days, employees who encounter power, internet, or other technical difficulties are expected to make alternate arrangements and come on-site to complete their work or request paid time off.
- Ensure arrangements are made for regular dependent care during all work hours, understanding that telecommuting is not a substitute for dependent care. Remaining engaged in work activities is not consistent with simultaneously caring for dependents.
- Remain flexible to adjusting schedules when work and personal needs shift. You may be called in to your work-site on short notice for unplanned or unexpected circumstances.
- Maintain a safe and secure work environment at all times.
- Report work-related injuries to your manager and Risk Management as soon as practicable.
- Remote work is not a replacement or alternative to taking sick leave or vacation. Being fully engaged in work activities during your work hours is the consistent expectation of the remote work option. If you are too ill to work from home, please use your sick time for rest, recovery, and getting medical care. Vacation time is an important opportunity to rest and recharge, and you are encouraged to take your vacation time.

Department Service-Level Agreements
Additional department service-level agreements may be added here. These may include department or 1:1 meeting attendance, service or coverage expectations, or others:

- _____
- _____
- _____
- _____
- _____

Employee Information
Name:
Job Title:
Department:
Supervisor Name:
Supervisor Title:

Remote Work Schedule & Plan

Please outline your planned initial schedule as agreed upon by you and your supervisor. Upon mutual agreement, the schedule may change in the future and is not required to be re-submitted to HR unless an exception is being requested.

Day	Hours / Schedule	Location
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Please use this space to describe any additional planned scheduling requests not captured above:

Please describe how you will achieve the District and department-specific Service Level Commitments listed above:

Acknowledgement

I have reviewed the remote working agreements, service level commitments, and my remote work schedule with my supervisor and agree to follow them. I acknowledge that the remote working program or my permission to participate in it may be changed by the District in the future.

_____ _____
Employee Signature   Date

_____ _____
Supervisor Signature   Date

PRINT AND SUBMIT COMPLETED FORMS TO HUMAN RESOURCES

APPENDIX B - Remote Work Exception Form

REMOTE WORK AGREEMENT EXCEPTION FORM

Remote Work Exception Request

If you are requesting an exception to the remote work schedule, you must complete this form in addition to the Remote Work Agreement Form.

Please note that requests will be reviewed and considered on a case-by-case basis. Any exceptions must be submitted in writing and approved both by the executive-level chief and by HR.

Outline the reason for your request for a remote work schedule outside of what is currently provided for your position:

Requested Schedule or Modifications:

Exception requests require Executive Leader signature:

Please provide any additional information necessary for review by Human Resources:

_____ _____ _____
Executive Leader Name   Executive Leader Signature   Date

PRINT AND SUBMIT COMPLETED FORMS TO HUMAN RESOURCES

HUMAN RESOURCES USE ONLY	
Reviewed by:	Date:

Decision:
  ▪ Approved
  ▪ Conditionally Approved
  ▪ Denied	

Justification for approval, denial, or conditional approval	
Supervisor Notified by:	Date:

APPENDIX C - Position Eligibility List

Flexible Remote Work Eligibility for Central Office Positions (Publish)

Position	Department	Employee Group	Remote Work Eligibility
Accountant/Analyst	Accounting Services	Non-Represented	Y - up to 2 days
Clerk, Finance	Accounting Services	PFSP	Y - up to 2 days
Financial Operations Manager	Accounting Services	Non-Represented	Y - up to 2 days
Financial System Analyst I	Accounting Services	Non-Represented	Y - up to 2 days
Financial System Analyst I	Accounting Services	Non-Represented	Y - up to 2 days
Financial System Analyst III	Accounting Services	Non-Represented	Y - up to 2 days
Fiscal Services Associate I	Accounting Services	Non-Represented	Y - up to 2 days
Fiscal Services Associate II	Accounting Services	Non-Represented	Y - up to 2 days
Fiscal Services Associate III	Accounting Services	Non-Represented	Y - up to 2 days
Manager	Accounting Services	Non-Represented	Y - up to 2 days
Senior Accountant/Analyst	Accounting Services	Non-Represented	Y - up to 2 days
Senior Director	Accounting Services	Non-Represented	Y - up to 1 day
Senior Manager	Accounting Services	Non-Represented	Y - up to 2 days
Limited Term	Any		Not Eligible
Administrative Assistant	Athletics	PFSP	Y - up to 2 days
Asst Director-Academic Programs	Athletics	Licensed Administrator	Not Eligible
Business Operations Analyst	Athletics	Non-Represented	Y - up to 2 days
Chief Clerk	Athletics	PFSP	Y - up to 2 days
Senior Director	Athletics	Licensed Administrator	Y - up to 1 day
Sr Admin Secretary II	Athletics	PFSP	Y - up to 2 days
Student Success Programs Supervisor	Athletics	Non-Represented	Y - up to 2 days
Business Operations Analyst	AVID & AP	Non-Represented	Y - up to 2 days
Director, Academic Programs	AVID & AP	Licensed Administrator	Y - up to 1 day
Student Success Advocate	AVID & AP	Non-Represented	Not Eligible
TOSA	AVID & AP	PAT	Not Eligible
Confidential Executive Assistant	Board of Education	Non-Represented	Y - up to 1 day
Internal Performance Auditor	Board of Education	Non-Represented	Y - up to 2 days
Internal Performance Auditor, Senior	Board of Education	Non-Represented	Y - up to 2 days
Senior Manager - Board of Education	Board of Education	Non-Represented	Y - up to 1 day

Flexible Remote Work Eligibility for Central Office Positions (Publish)

Position	Department	Employee Group	Remote Work Eligibility
Accountant/Analyst	Budget Office	Non-Represented	Y - up to 2 days
Budget Analyst	Budget Office	Non-Represented	Y - up to 2 days
Business Operations Analyst	Budget Office	Non-Represented	Y - up to 2 days
Director	Budget Office	Non-Represented	Y - up to 2 days
Fiscal Services Associate III	Budget Office	Non-Represented	Y - up to 2 days
Manager	Budget Office	Non-Represented	Y - up to 2 days
Senior Accountant/Analyst	Budget Office	Non-Represented	Y - up to 2 days
Senior Budget Analyst	Budget Office	Non-Represented	Y - up to 2 days
Senior Manager	Budget Office	Non-Represented	Y - up to 2 days
Confidential Executive Assistant	Business and Operations	Non-Represented	Y - up to 1 day
Deputy Superintendent	Business and Operations	Non-Represented	Y - up to 1 day
Project Coordinator II	Business and Operations	Non-Represented	Y - up to 2 days
Clerk, Finance	Charter School	PFSP	Not Eligible
Director	Charter School	Licensed Administrator	Y - up to 1 day
Sr Admin Secretary II	Charter School	PFSP	Y - up to 2 days
Confidential Executive Assistant	Chief Academic Officer	Non-Represented	Y - up to 1 day
Director, Academic Programs	Chief Academic Officer	Licensed Administrator	Y - up to 1 day
Sr Analytics & Eval Analyst	Chief Academic Officer	Non-Represented	Y - up to 2 days
Student Success Programs Manager	Chief Academic Officer	Non-Represented	Y - up to 2 days
Administrative Assistant	Chief of Schools	PFSP	Y - up to 2 days
Area Senior Director	Chief of Schools	Licensed Administrator	Y - up to 1 day
Business Operations Analyst	Chief of Schools	Non-Represented	Y - up to 2 days
Chief	Chief of Schools	Licensed Administrator	Y - up to 1 day
Confidential Executive Assistant	Chief of Schools	Non-Represented	Y - up to 1 day
Regional Superintendent	Chief of Schools	Licensed Administrator	Y - up to 1 day
Chief	Chief of Staff	Non-Represented	Y - up to 1 day
Senior Manager	Chief of Staff	Non-Represented	Y - up to 2 days
Business Operations Analyst	Chief of Student Support Services	Non-Represented	Y - up to 2 days
Chief	Chief of Student Support Services	Licensed Administrator	Y - up to 1 day

Flexible Remote Work Eligibility for Central Office Positions (Publish)

Position	Department	Employee Group	Remote Work Eligibility
Confidential Executive Assistant	Chief of Student Support Services	Non-Represented	Y - up to 1 day
Administrative Clerk	Civic Use Of Buildings	PFSP	Y - up to 2 days
Academic Programs Associate	College and Career Readiness	Licensed Administrator	Not Eligible
Administrative Assistant	College and Career Readiness	PFSP	Y - up to 2 days
Assistant Director	College and Career Readiness	Non-Represented	Y - up to 2 days
Asst Director-Academic Prog	College and Career Readiness	Licensed Administrator	Not Eligible
Business Operations Analyst	College and Career Readiness	Non-Represented	Y - up to 2 days
Director	College and Career Readiness	Licensed Administrator	Y - up to 1 day
Director, Academic Programs	College and Career Readiness	Licensed Administrator	Y - up to 1 day
Senior Clerk I	College and Career Readiness	PFSP	Y - up to 2 days
Senior Director	College and Career Readiness	Licensed Administrator	Y - up to 1 day
SPP Data Analyst III	College and Career Readiness	Non-Represented	Y - up to 2 days
Sr Admin Secretary I	College and Career Readiness	PFSP	Y - up to 2 days
Strategic Partnership Outreach & Development Man	College and Career Readiness	Non-Represented	Y - up to 2 days
Student Success Programs Supervisor	College and Career Readiness	Non-Represented	Y - up to 2 days
TOSA	College and Career Readiness	PAT	Not Eligible
Comm & Public Affairs Manager	Communications	Non-Represented	Y - up to 2 days
Comm Relations & Pub Affai Rep	Communications	Non-Represented	Y - up to 2 days
Communications Coordinator	Communications	Non-Represented	Y - up to 2 days
Communications Staff Writer	Communications	Non-Represented	Y - up to 2 days
Manager	Communications	Non-Represented	Y - up to 2 days
Public Information Officer	Communications	Non-Represented	Y - up to 2 days
Public Records Officer	Communications	Non-Represented	Y - up to 2 days
Senior Director	Communications	Non-Represented	Y - up to 1 day
Senior Staff Writer	Communications	Non-Represented	Y - up to 2 days
Business Operations Analyst	Dual Language Programs	Non-Represented	Y - up to 2 days
Director, Academic Programs	Dual Language Programs	Licensed Administrator	Y - up to 1 day
TOSA	Dual Language Programs	PAT	Not Eligible
Administrative Assistant	Early Learners Programs: P-3	PFSP	Y - up to 2 days

Flexible Remote Work Eligibility for Central Office Positions (Publish)

Position	Department	Employee Group	Remote Work Eligibility
Business Operations Analyst	Early Learners Programs: P-3	Non-Represented	Y - up to 2 days
Chief Clerk	Early Learners Programs: P-3	PFSP	Y - up to 2 days
Director, Academic Programs	Early Learners Programs: P-3	Licensed Administrator	Y - up to 1 day
Student Success Programs Manager	Early Learners Programs: P-3	Non-Represented	Y - up to 2 days
TOSA	Early Learners Programs: P-3	PAT	Not Eligible
Chief Clerk	Enrollment and Transfer Center	PFSP	Y - up to 1 day
Director	Enrollment and Transfer Center	Non-Represented	Y - up to 2 days
Student Placement Specialist I	Enrollment and Transfer Center	Non-Represented	Y - up to 2 days
System Analyst III	Enrollment and Transfer Center	Non-Represented	Y - up to 2 days
Academic Programs Admin	ESL	Licensed Administrator	Not Eligible
Academic Programs Associate	ESL	Licensed Administrator	Not Eligible
Admin Secretary	ESL	PFSP	Y - up to 2 days
Library Assistant	ESL	PFSP	Not Eligible
Project Assistant	ESL	PFSP	Y - up to 2 days
Student Success Programs Manager	ESL	Non-Represented	Y - up to 2 days
TOSA	ESL	PAT	Not Eligible
Area Facilities Manager	Facility Services Center	Non-Represented	Not Eligible
Custodian	Facility Services Center	SEIU	Not Eligible
Custodian C	Facility Services Center	SEIU	Not Eligible
Custodian D	Facility Services Center	SEIU	Not Eligible
Training Consultant - FAM	Facility Services Center	Non-Represented	Not Eligible
Business Operations Analyst	FAM Management	Non-Represented	Y - up to 2 days
Business Program Operations Specialist	FAM Management	Non-Represented	Y - up to 2 days
Construction & Maintenance Program Manager	FAM Management	Non-Represented	Y - up to 2 days
Construction & Maintenance Program Sr Manager	FAM Management	Non-Represented	Y - up to 2 days
Construction & Maintenance Project Manager I	FAM Management	Non-Represented	Y - up to 2 days
Construction & Maintenance Project Manager II	FAM Management	Non-Represented	Y - up to 2 days
Construction & Maintenance Project Manager III	FAM Management	Non-Represented	Y - up to 2 days
Director	FAM Management	Non-Represented	Y - up to 2 days

Flexible Remote Work Eligibility for Central Office Positions (Publish)

Position	Department	Employee Group	Remote Work Eligibility
Chief	Finance	Non-Represented	Y - up to 1 day
Confidential Executive Assistant	Finance	Non-Represented	Y - up to 1 day
Administrative Assistant	Funded Programs	PFSP	Y - up to 2 days
Business Operations Analyst	Funded Programs	Non-Represented	Y - up to 2 days
Clerk, Data	Funded Programs	PFSP	Y - up to 2 days
Director, Academic Programs	Funded Programs	Licensed Administrator	Y - up to 1 day
Senior Director	Funded Programs	Licensed Administrator	Y - up to 1 day
Student Success Advocate	Funded Programs	Non-Represented	Not Eligible
TOSA	Funded Programs	PAT	Not Eligible
Assistant General Counsel	General Counsel	Non-Represented	Y - up to 2 days
Confidential Executive Assistant	General Counsel	Non-Represented	Y - up to 1 day
District Paralegal	General Counsel	Non-Represented	Y - up to 2 days
Legal Coordinator	General Counsel	Non-Represented	Y - up to 2 days
Senior Legal Counsel	General Counsel	Non-Represented	Y - up to 2 days
Director	Government Relations	Non-Represented	Y - up to 2 days
Environmental Health/Safety Associate II	Health and Safety	Non-Represented	Y - up to 2 days
Environmental Health/Safety Associate III	Health and Safety	Non-Represented	Y - up to 2 days
Senior Manager	Health and Safety	Non-Represented	Y - up to 2 days
Administrative Assistant	High School Programs	PFSP	Y - up to 2 days
Area Senior Director	High School Programs	Licensed Administrator	Y - up to 1 day
Chief	Human Resources	Non-Represented	Y - up to 1 day
Confidential Executive Assistant	Human Resources	Non-Represented	Y - up to 1 day
Director	Human Resources	Non-Represented	Y - up to 2 days
HR Associate - Benefits	Human Resources	Non-Represented	Y - up to 2 days
HR Associate - Classifcation & Compensation	Human Resources	Non-Represented	Y - up to 2 days
HR Associate - Employee & Labor Relations	Human Resources	Non-Represented	Y - up to 2 days
HR Associate - Recruitment	Human Resources	Non-Represented	Y - up to 2 days
HR Associate - Staffing	Human Resources	Non-Represented	Y - up to 2 days
HR Associate - Sub Office	Human Resources	Non-Represented	Y - up to 2 days

Flexible Remote Work Eligibility for Central Office Positions (Publish)

Position	Department	Employee Group	Remote Work Eligibility
HR Associate - Support Services	Human Resources	Non-Represented	Y - up to 2 days
HR Data Analyst I	Human Resources	Non-Represented	Y - up to 2 days
HR Data Analyst II	Human Resources	Non-Represented	Y - up to 2 days
HR Training Coordinator	Human Resources	Non-Represented	Y - up to 2 days
Manager	Human Resources	Non-Represented	Y - up to 2 days
Senior Clerk I	Human Resources	PFSP	Not Eligible
Senior Director	Human Resources	Non-Represented	Y - up to 1 day
Senior Manager	Human Resources	Non-Represented	Y - up to 2 days
Academic Programs Admin	Humanities	Licensed Administrator	Not Eligible
Academic Programs Associate	Humanities	Licensed Administrator	Not Eligible
Administrative Assistant	Humanities	PFSP	Y - up to 2 days
Business Program Operations Specialist	Humanities	Non-Represented	Y - up to 2 days
Instructional Specialist	Humanities	PAT	Not Eligible
Senior Director	Humanities	Licensed Administrator	Y - up to 1 day
TOSA	Humanities	PAT	Not Eligible
Asset Management Technician	Information Technology	Non-Represented	Not Eligible
Business Operations Analyst	Information Technology	Non-Represented	Y - up to 2 days
Chief	Information Technology	Non-Represented	Y - up to 1 day
Confidential Executive Assistant	Information Technology	Non-Represented	Y - up to 1 day
Director	Information Technology	Non-Represented	Y - up to 2 days
ERP Solutions Admin I	Information Technology	Non-Represented	Y - up to 2 days
ERP Solutions Admin II	Information Technology	Non-Represented	Y - up to 2 days
Information Security Analyst	Information Technology	Non-Represented	Y - up to 2 days
Infrastructure Admin I	Information Technology	Non-Represented	Y - up to 2 days
Infrastructure Admin II	Information Technology	Non-Represented	Y - up to 2 days
Infrastructure Admin III	Information Technology	Non-Represented	Y - up to 2 days
Instructional Specialist, Technology Coach	Information Technology	PAT	Not Eligible
Instructional Specialist, TechSmart Coach	Information Technology	PAT	Not Eligible
IT Business Systems Analyst I	Information Technology	Non-Represented	Y - up to 2 days

Flexible Remote Work Eligibility for Central Office Positions (Publish)

Position	Department	Employee Group	Remote Work Eligibility
IT Business Systems Analyst II	Information Technology	Non-Represented	Y - up to 2 days
IT Business Systems Analyst III	Information Technology	Non-Represented	Y - up to 2 days
IT Project Manager I	Information Technology	Non-Represented	Y - up to 2 days
IT Project Manager II	Information Technology	Non-Represented	Y - up to 2 days
IT Project Manager III	Information Technology	Non-Represented	Y - up to 2 days
IT Security Accounts Analyst	Information Technology	Non-Represented	Y - up to 2 days
IT Technical Support Rep I	Information Technology	Non-Represented	Not Eligible
IT Technical Support Rep II	Information Technology	Non-Represented	Not Eligible
IT Technical Support Rep III	Information Technology	Non-Represented	Y - up to 2 days
Manager	Information Technology	Non-Represented	Y - up to 2 days
Senior Director	Information Technology	Non-Represented	Y - up to 1 day
SIS Support Representative I	Information Technology	Non-Represented	Y - up to 2 days
SIS Support Representative II	Information Technology	Non-Represented	Y - up to 2 days
SIS Support Representative III	Information Technology	Non-Represented	Y - up to 2 days
Site Technology Specialist	Information Technology	PFSP	Not Eligible
Site Technology Specialist-VILS	Information Technology	PFSP	Not Eligible
Student Success Programs Manager	Information Technology	Non-Represented	Y - up to 2 days
Supervisor	Information Technology	Non-Represented	Y - up to 2 days
Tech Integration Specialist	Information Technology	Non-Represented	Y - up to 2 days
TOSA	Information Technology	PAT	Y - up to 2 days
Academic Programs Associate	Instruction/School Communities	Licensed Administrator	Not Eligible
Deputy Superintendent	Instruction/School Communities	Licensed Administrator	Y - up to 1 day
Business Operations Analyst	Instructional Resource Center	Non-Represented	Y - up to 2 days
Chief Clerk	Instructional Resource Center	PFSP	Y - up to 2 days
Clerk	Instructional Resource Center	PFSP	Y - up to 2 days
IRC Supervisor	Instructional Resource Center	Non-Represented	Not Eligible
Project Assistant	Instructional Resource Center	PFSP	Y - up to 2 days
Senior Clerk I	Instructional Resource Center	PFSP	Y - up to 2 days
Student Success Programs Manager	Instructional Resource Center	Non-Represented	Y - up to 2 days

Position	Department	Employee Group	Remote Work Eligibility
Clerk-Admin Prof Lib Catalog	Integrated Curriculum Development	PFSP	Not Eligible
Technician-Library Info System	Integrated Curriculum Development	PFSP	Not Eligible
TOSA	Integrated Curriculum Development	PAT	Not Eligible
Building Automation Specialist	Maintenance Services	DCU	Not Eligible
Business Operations Analyst	Maintenance Services	Non-Represented	Y - up to 2 days
Carpenter	Maintenance Services	DCU	Not Eligible
Carpenter - Hardware	Maintenance Services	DCU	Not Eligible
Carpenter - Multicraft Assistant Foreperson	Maintenance Services	DCU	Not Eligible
Carpenter - Multicraft Foreperson	Maintenance Services	DCU	Not Eligible
Chief Clerk	Maintenance Services	PFSP	Not Eligible
Construction & Maintenance Program Sr Manager	Maintenance Services	Non-Represented	Y - up to 2 days
Construction & Maintenance Project Manager II	Maintenance Services	Non-Represented	Y - up to 2 days
Director	Maintenance Services	Non-Represented	Y - up to 2 days
Electrical - Asst Foreperson	Maintenance Services	DCU	Not Eligible
Electrical - Foreperson	Maintenance Services	DCU	Not Eligible
Electrician	Maintenance Services	DCU	Not Eligible
Electronics Technician	Maintenance Services	DCU	Not Eligible
Floorer	Maintenance Services	DCU	Not Eligible
Glazier	Maintenance Services	DCU	Not Eligible
Groundskeeper/Gardener	Maintenance Services	DCU	Not Eligible
Groundskeeper/Gardener-Foreperson	Maintenance Services	DCU	Not Eligible
Laborer	Maintenance Services	DCU	Not Eligible
Laborer-Asbestos	Maintenance Services	DCU	Not Eligible
Machinist	Maintenance Services	DCU	Not Eligible
Music Repair Technician	Maintenance Services	DCU	Not Eligible
Painter	Maintenance Services	DCU	Not Eligible
Plasterer	Maintenance Services	DCU	Not Eligible
Plumber	Maintenance Services	DCU	Not Eligible
Roofer	Maintenance Services	DCU	Not Eligible

Flexible Remote Work Eligibility for Central Office Positions (Publish)

Position	Department	Employee Group	Remote Work Eligibility
Sheetmetal Worker	Maintenance Services	DCU	Not Eligible
Steamfitter	Maintenance Services	DCU	Not Eligible
Steamfitter - Foreperson	Maintenance Services	DCU	Not Eligible
Academic Programs Admin	Multiple Pathways to Graduation	Licensed Administrator	Not Eligible
Administrative Assistant	Multiple Pathways to Graduation	PFSP	Y - up to 2 days
Area Senior Director	Multiple Pathways to Graduation	Licensed Administrator	Y - up to 1 day
Clerk, Finance	Multiple Pathways to Graduation	PFSP	Y - up to 2 days
Director, Academic Programs	Multiple Pathways to Graduation	Licensed Administrator	Y - up to 1 day
Instructional Specialist	Multiple Pathways to Graduation	PAT	Not Eligible
Senior Clerk I	Multiple Pathways to Graduation	PFSP	Y - up to 2 days
Sr Admin Secretary II	Multiple Pathways to Graduation	PFSP	Y - up to 2 days
Student Success Programs Manager	Multiple Pathways to Graduation	Non-Represented	Y - up to 2 days
Academic Programs Admin	Multi-Tiered System Support	Licensed Administrator	Not Eligible
Administrative Assistant	Multi-Tiered System Support	PFSP	Y - up to 2 days
Asst Director-Academic Prog	Multi-Tiered System Support	Licensed Administrator	Not Eligible
Clerk, Data	Multi-Tiered System Support	PFSP	Y - up to 2 days
Senior Director	Multi-Tiered System Support	Licensed Administrator	Y - up to 1 day
Senior Manager	Multi-Tiered System Support	Non-Represented	Y - up to 2 days
Student Attendance Coach	Multi-Tiered System Support	Non-Represented	Not Eligible
Student Success Programs Manager	Multi-Tiered System Support	Non-Represented	Y - up to 2 days
Student Success Programs Supervisor	Multi-Tiered System Support	Non-Represented	Y - up to 2 days
TOSA	Multi-Tiered System Support	PAT	Not Eligible
Assistant Director	Nutrition Services	Non-Represented	Y - up to 1 day
Buyer II	Nutrition Services	Non-Represented	Y - up to 1 day
Chief Clerk	Nutrition Services	PFSP	Y - up to 1 day
Custodian, Part-Time	Nutrition Services	SEIU	Not Eligible
Field Ops Supervisor	Nutrition Services	Non-Represented	Y - up to 1 day
Fiscal Services Associate I	Nutrition Services	Non-Represented	Y - up to 1 day
Leadperson	Nutrition Services	SEIU	Not Eligible

Flexible Remote Work Eligibility for Central Office Positions (Publish)

Position	Department	Employee Group	Remote Work Eligibility
Manager	Nutrition Services	Non-Represented	Y - up to 2 days
Nutrition Service Assistant	Nutrition Services	SEIU	Not Eligible
Nutrition Service Asst Rover	Nutrition Services	SEIU	Not Eligible
Nutrition Service Lead	Nutrition Services	SEIU	Not Eligible
Nutrition Service Roving Lead	Nutrition Services	SEIU	Not Eligible
Program Manager	Nutrition Services	Non-Represented	Y - up to 1 day
Program Sr Manager	Nutrition Services	Non-Represented	Y - up to 2 days
Senior Accountant/Analyst	Nutrition Services	Non-Represented	Y - up to 1 day
Senior Director	Nutrition Services	Non-Represented	Y - up to 1 day
Truck Driver/Cold Storage	Nutrition Services	DCU	Not Eligible
Truck Driver/Warehouseperson	Nutrition Services	DCU	Not Eligible
Accountant/Analyst	Office of School Modernization	Non-Represented	Y - up to 2 days
Business Operations Analyst	Office of School Modernization	Non-Represented	Y - up to 2 days
Business Program Operations Specialist	Office of School Modernization	Non-Represented	Y - up to 2 days
Comm & Public Affairs Manager	Office of School Modernization	Non-Represented	Y - up to 2 days
Construction & Maintenance Program Manager	Office of School Modernization	Non-Represented	Y - up to 2 days
Construction & Maintenance Project Manager I	Office of School Modernization	Non-Represented	Y - up to 2 days
Construction & Maintenance Project Manager II	Office of School Modernization	Non-Represented	Y - up to 2 days
Construction & Maintenance Project Manager III	Office of School Modernization	Non-Represented	Y - up to 2 days
Director	Office of School Modernization	Non-Represented	Y - up to 2 days
Painter	Office of School Modernization	DCU	Not Eligible
Painter-Leadperson	Office of School Modernization	DCU	Not Eligible
Senior Director	Office of School Modernization	Non-Represented	Y - up to 1 day
Senior Manager	Office of School Modernization	Non-Represented	Y - up to 2 days
System Analyst III	Office of School Modernization	Non-Represented	Y - up to 2 days
Chief	Operations	Non-Represented	Y - up to 1 day
Confidential Executive Assistant	Operations	Non-Represented	Y - up to 1 day
Project Coordinator II	Operations	Non-Represented	Y - up to 2 days
Accountant/Analyst	Payroll Services	Non-Represented	Y - up to 2 days

Flexible Remote Work Eligibility for Central Office Positions (Publish)

Position	Department	Employee Group	Remote Work Eligibility
Clerk, Finance	Payroll Services	PFSP	Y - up to 2 days
Manager	Payroll Services	Non-Represented	Y - up to 2 days
Payroll Specialist I	Payroll Services	Non-Represented	Y - up to 2 days
Payroll Specialist II	Payroll Services	Non-Represented	Y - up to 2 days
Payroll Specialist III	Payroll Services	Non-Represented	Y - up to 2 days
Senior Manager	Payroll Services	Non-Represented	Y - up to 2 days
Administrative Assistant	Professional Learning & Leadership	PFSP	Y - up to 2 days
Asst Director-Academic Prog	Professional Learning & Leadership	Licensed Administrator	Y - up to 1 day
Business Operations Analyst	Professional Learning & Leadership	Non-Represented	Y - up to 2 days
Director, Academic Programs	Professional Learning & Leadership	Licensed Administrator	Y - up to 1 day
Instructional Specialist	Professional Learning & Leadership	PAT	Not Eligible
Mentor Teacher	Professional Learning & Leadership	PAT	Not Eligible
Principal Coach	Professional Learning & Leadership	Licensed Administrator	Not Eligible
Senior Director	Professional Learning & Leadership	Licensed Administrator	Y - up to 1 day
Student Success Programs Manager	Professional Learning & Leadership	Non-Represented	Y - up to 2 days
TOSA	Professional Learning & Leadership	PAT	Not Eligible
Construction & Maintenance Program Sr Manager	Property Management	Non-Represented	Y - up to 2 days
Construction & Maintenance Project Manager I	Property Management	Non-Represented	Y - up to 2 days
Construction & Maintenance Project Manager II	Property Management	Non-Represented	Y - up to 2 days
Data Analyst	Property Management	Non-Represented	Y - up to 2 days
Director	Property Management	Non-Represented	Y - up to 2 days
Senior Manager	Property Management	Non-Represented	Y - up to 2 days
Director	Publication Services	Non-Represented	Not Eligible
Electronic Publish. Tech	Publication Services	PFSP	Not Eligible
Accountant/Analyst	Purchasing & Contracting	Non-Represented	Y - up to 2 days
Buyer I	Purchasing & Contracting	Non-Represented	Y - up to 2 days
Buyer II	Purchasing & Contracting	Non-Represented	Y - up to 2 days
Contract Analyst	Purchasing & Contracting	Non-Represented	Y - up to 2 days
Director	Purchasing & Contracting	Non-Represented	Y - up to 2 days

Flexible Remote Work Eligibility for Central Office Positions (Publish)

Position	Department	Employee Group	Remote Work Eligibility
Financial Operations Manager	Purchasing & Contracting	Non-Represented	Y - up to 2 days
Fiscal Services Associate I	Purchasing & Contracting	Non-Represented	Y - up to 2 days
Fiscal Services Associate II	Purchasing & Contracting	Non-Represented	Y - up to 2 days
Fiscal Services Associate III	Purchasing & Contracting	Non-Represented	Y - up to 2 days
Senior Contract Analyst	Purchasing & Contracting	Non-Represented	Y - up to 2 days
Business Operations Analyst	Racial Equity & Social Justice	Non-Represented	Y - up to 2 days
Senior Director	Racial Equity & Social Justice	Non-Represented	Y - up to 1 day
Student Success Programs Manager	Racial Equity & Social Justice	Non-Represented	Y - up to 2 days
Chief Clerk	Records Management	PFSP	Not Eligible
Manager	Records Management	Non-Represented	Y - up to 2 days
Senior Clerk I	Records Management	PFSP	Not Eligible
Director	Risk Management	Non-Represented	Y - up to 2 days
Risk Management Associate I	Risk Management	Non-Represented	Y - up to 2 days
Risk Management Associate II	Risk Management	Non-Represented	Y - up to 2 days
Risk Management Associate III	Risk Management	Non-Represented	Y - up to 2 days
Business Program Operations Specialist	Security Services	Non-Represented	Y - up to 2 days
Director	Security Services	Non-Represented	Y - up to 2 days
Front Desk Security Agent	Security Services	PFSP	Not Eligible
Manager	Security Services	Non-Represented	Varies - Talk with Supervisor
Physical Security Tech Lead	Security Services	DCU	Not Eligible
Security Specialist	Security Services	PFSP	Y - up to 2 days
Security Technician	Security Services	PFSP	Y - up to 2 days
Senior Manager	Security Services	Non-Represented	Y - up to 2 days
Academic Programs Admin	Special Education Services	Licensed Administrator	Not Eligible
Assistant Director-Academic Program	Special Education Services	Licensed Administrator	Not Eligible
Business Operations Analyst	Special Education Services	Non-Represented	Y - up to 2 days
Engagement Specialist, SPED	Special Education Services	Non-Represented	Not Eligible
HS Career Coordinator	Special Education Services	PFSP	Not Eligible
QMHP on Special Assignment	Special Education Services	PAT	Not Eligible

Flexible Remote Work Eligibility for Central Office Positions (Publish)

Position	Department	Employee Group	Remote Work Eligibility
Senior Admin Secretary II	Special Education Services	PFSP	Not Eligible
Senior Director	Special Education Services	Licensed Administrator	Y - up to 1 day
SIS Support Representative II	Special Education Services	Non-Represented	Y - up to 2 days
Special Education Records Clerk	Special Education Services	PFSP	Y - up to 1 day
TOSA	Special Education Services	PAT	Not Eligible
Academic Programs Admin	STEAM	Licensed Administrator	Not Eligible
Administrative Assistant	STEAM	PFSP	Y - up to 2 days
Business Program Operations Specialist	STEAM	Non-Represented	Y - up to 2 days
Director, Academic Programs	STEAM	Licensed Administrator	Y - up to 1 day
Senior Director	STEAM	Licensed Administrator	Y - up to 1 day
Student Success Programs Manager	STEAM	Non-Represented	Y - up to 2 days
Student Success Programs Supervisor	STEAM	Non-Represented	Y - up to 2 days
TOSA	STEAM	PAT	Not Eligible
Business Operations Analyst	Strategic Partnerships	Non-Represented	Y - up to 2 days
Business Program Operations Specialist	Strategic Partnerships	Non-Represented	Y - up to 2 days
Community Agent	Strategic Partnerships	PFSP	Y - up to 2 days
Corp & Found Relations Officer	Strategic Partnerships	Non-Represented	Y - up to 2 days
Director	Strategic Partnerships	Non-Represented	Y - up to 2 days
Engagement Specialist, Community	Strategic Partnerships	Non-Represented	Y - up to 2 days
Engagement Specialist, Student	Strategic Partnerships	Non-Represented	Y - up to 2 days
Fund Development Manager	Strategic Partnerships	Non-Represented	Y - up to 2 days
Student Success Programs Manager	Strategic Partnerships	Non-Represented	Y - up to 2 days
Student Success Programs Supervisor	Strategic Partnerships	Non-Represented	Y - up to 2 days
Academic Programs Admin	Student Services	Licensed Administrator	Not Eligible
Administrative Assistant	Student Services	PFSP	Y - up to 2 days
Certified Alcohol/Drug Counselor I	Student Services	PFSP	Not Eligible
Certified Alcohol/Drug Counselor II	Student Services	PFSP	Not Eligible
Certified Alcohol/Drug Counselor III	Student Services	PFSP	Not Eligible
Clerk, Data	Student Services	PFSP	Y - up to 2 days

Flexible Remote Work Eligibility for Central Office Positions (Publish)

Position	Department	Employee Group	Remote Work Eligibility
Director	Student Services	Licensed Administrator	Not Eligible
Qualified Mental Health Provider	Student Services	PAT	Not Eligible
Senior Director	Student Services	Non-Represented	Y - up to 1 day
Senior Manager	Student Services	Non-Represented	Y - up to 2 days
Social Worker on Special Assignment	Student Services	PAT	Not Eligible
Student Success Programs Supervisor	Student Services	Non-Represented	Y - up to 2 days
Title IX Investigator	Student Services	Non-Represented	Y - up to 2 days
Administrative Assistant	Student Transportation	PFSP	Y - up to 2 days
Assistant Director - Student Transportation	Student Transportation	Non-Represented	Y - up to 2 days
Bus Driver	Student Transportation	ATU	Not Eligible
Bus Driver / Dispatcher	Student Transportation	ATU	Not Eligible
Bus Driver/Full Time Trainer	Student Transportation	ATU	Not Eligible
Call Center Rep - Transport	Student Transportation	PFSP	Not Eligible
Chief Clerk	Student Transportation	PFSP	Y - up to 2 days
Cover Driver/Field Spare	Student Transportation	ATU	Not Eligible
Director - Student Transportation	Student Transportation	Non-Represented	Y - up to 2 days
Fleet Maintenance Manager	Student Transportation	Non-Represented	Not Eligible
Mechanic-Bus	Student Transportation	DCU	Not Eligible
Training Coordinator	Student Transportation	Non-Represented	Not Eligible
Transportation Route Scheduler	Student Transportation	PFSP	Not Eligible
Transportation Services Field Ops Supervisor	Student Transportation	Non-Represented	Not Eligible
Transportation Services Operations Manager	Student Transportation	Non-Represented	Not Eligible
Confidential Executive Assistant	Superintendent Of Schools	Non-Represented	Y - up to 1 day
Superintendent	Superintendent Of Schools	Licensed Administrator	Y - up to 1 day
Chief	System Planning & Performance	Non-Represented	Y - up to 1 day
Confidential Executive Assistant	System Planning & Performance	Non-Represented	Y - up to 1 day
Manager	System Planning & Performance	Non-Represented	Y - up to 2 days
Princ Analytics & Eval Analyst	System Planning & Performance	Non-Represented	Y - up to 2 days
SPP Data Analyst I	System Planning & Performance	Non-Represented	Y - up to 2 days

Flexible Remote Work Eligibility for Central Office Positions (Publish)

Position	Department	Employee Group	Remote Work Eligibility
SPP Data Analyst II	System Planning & Performance	Non-Represented	Y - up to 2 days
SPP Data Analyst III	System Planning & Performance	Non-Represented	Y - up to 2 days
SPP Evaluator I	System Planning & Performance	Non-Represented	Y - up to 2 days
SPP Evaluator II	System Planning & Performance	Non-Represented	Y - up to 2 days
SPP Evaluator III	System Planning & Performance	Non-Represented	Y - up to 2 days
SPP Testing Coordinator I	System Planning & Performance	Non-Represented	Y - up to 2 days
SPP Testing Coordinator II	System Planning & Performance	Non-Represented	Y - up to 2 days
SPP Testing Coordinator III	System Planning & Performance	Non-Represented	Y - up to 2 days
Sr Analytics & Eval Analyst	System Planning & Performance	Non-Represented	Y - up to 2 days
Clerk, Data	TAG & IB	PFSP	Y - up to 2 days
Director, Academic Programs	TAG & IB	Licensed Administrator	Y - up to 1 day
TOSA	TAG & IB	PAT	Not Eligible
Admin Secretary	Translation & Interpretation	PFSP	Y - up to 2 days
Business Operations Analyst	Translation & Interpretation	Non-Represented	Y - up to 2 days
Manager	Translation & Interpretation	Non-Represented	Y - up to 2 days
Translator	Translation & Interpretation	PFSP	Y - up to 2 days
Clerk, Mail	Warehousing	PFSP	Not Eligible
Program Sr Manager	Warehousing	Non-Represented	Not Eligible
Truck Driver/Warehouseperson	Warehousing	DCU	Not Eligible
Warehouse Foreperson	Warehousing	DCU	Not Eligible

APPENDIX D - Supplemental Supervisor Information

It is important to remember, as we return to the office, that employees have had varying experiences and responses to the COVID-19 pandemic. Employees may be experiencing heightened anxiety, uncertainty, and increased stress during this time.

As leaders it is our responsibility to have empathy and model a culture that is open to positive, collaborative and transformational change where employees feel supported and thrive.

Trauma Informed Oregon has developed a number of resources for leaders as they support their employees in returning to the workplace. A few we would like to call your attention to are:
- Considerations for a Trauma Informed Response for Work Settings
- The Wellness Society Coronavirus Anxiety Workbook (in multiple languages)
- A Trauma Informed Workforce: An introduction to workforce wellness
- Hosting a Meeting Using Principles of Trauma Informed Care
- Hosting a Virtual Meeting Using Trauma Informed Principles

Employees have access to the Employee Assistance Program (EAP) which provides services to help people privately resolve problems that may interfere with work, family, and life. Services include 24-hour crisis help, confidential counseling (up to 5 free sessions per situation, per year), and childcare and eldercare referrals. Visit the EAP website for additional information.

Additional mental health & safety resources are available. If you are worried about your mental health or someone else's, please know we care about you. A wide variety of resources are available:

- Call to Safety: If you are an adult and worried about your safety at home, 888-235-5333. Interpretation line available.
  - **Proyecto Unica:** Spanish version of Call to Safety, 503-232-4448
- DHS Hotline (Oregon Department of Human Services) If you are worried about the safety of a child, 855-503-7233. Interpretation services available.
- Multnomah County Crisis Services: Call Center/Crisis Line, 503-988-4888 (24 hours a day, 7 days a week). Interpretation services available.
- Kaiser Crisis Line: Available if you have Kaiser insurance, 503-331-6425
- National Suicide Prevention Lifeline: English, 800-273-8255; Spanish, 800-628-9454 (24 hours a day, 7 days a week). Interpretation services available.
- Oregon Youthline: For youth to connect with other youth, text "Teen2Teen" to 839863 to instantly text with another person. Interpretation services available.
- Trevor Project: Supporting LGBTQiA+ youth. Text "START" to 678678 or call TrevorLifeLine, 1-866-488-7386
- Trans Lifeline: Supporting trans community members, call 877-565-8860