Date: December 8, 2021

To: Academic Leadership Team and Campus Partners

From: Susan Jeffords, Provost and VP for Academic Affairs

Subject: Revised OAA Principles for Staff Remote Work

The OAA Principles for Staff Remote Work during the COVID-19 pandemic were first
issued on July 28, 2021 and then revised on September 8, 2021 to reflect continuing
concerns about the surge in COVID-19 cases resulting from the Delta variant. As I
indicated in that communication, we would continue to revise these guidelines based on
updated information relating to COVID-19. This document updates those Principles.

While the COVID-19 pandemic is not behind us, there have been a number of significant
developments in recent months, chief among them the increasing availability of effective
vaccines, including for children 5 and older. In addition, booster shots have been
authorized for anyone 18 and older.

We have also had an opportunity to gather data on the number of PSU employees and
students who have been vaccinated. Just under 95% of PSU employees have complied
with university expectations for reporting on their vaccine status. Of this number, 97.8%
report having been vaccinated as listed in the PSU Covid-19 Requirement Dashboard.
Similarly, 96.2% of PSU students have reported, with 96.6% reporting that they have been
vaccinated.

In light of these changing circumstances surrounding the COVID-19 pandemic, and
through gathering continuing feedback from stakeholders, I am updating these principles.
PSU remains committed to staying up-to-date on developments with the COVID-19 virus
and with vaccines. As circumstances with the virus change, we will continue to revise our
guidelines.

As part of our ongoing response, the university advised decreasing the density of in-
person interactions on campus for the fall term due to the Delta variant surge. The
increasing availability of vaccines now allows for more in-person campus presence.

Simultaneously, we have had the opportunity to explore further the role that remote
work will play at PSU. As we are seeing across the country, there is increasing interest
among employees in having opportunities to incorporate remote work into their work
schedules. At the same time, we have heard appreciation from students for having some
services continue to be accessible remotely. These revised guidelines for remote work
reflect these evolving conversations.
As before, when considering requests for remote work, supervisors must comply with University policies and the terms of the Collective Bargaining Agreements (CBAs), including agreements about how to address remote work as we transition back to campus. These principles are intended to support and be informed by these University documents in order to increase clarity and consistency of expectations for our students and employees.

We will continue to iterate these guidelines as the pandemic unfolds and as we evolve best practices for remote work.

OAA Principles for Staff Remote Work include:

- Sustaining consistent and effective services to students remains our highest priority;
- Continuing to work collaboratively to assess workplace options to ensure that students are able to access the services they need in the ways in which they can most effectively access them, including that students’ access to in-person services not be limited to certain days of the week;
- Maintaining effective functioning of units and of the institution is a priority, including the ability to sustain quality supervision, ongoing training and job knowledge/expertise communication, and collaborative inter-dependent problem-solving among co-workers and between other units and divisions;
- Seeking to establish a balance between and among the priorities and responsibilities of the University, the effective functioning of units and teams, the duties associated with particular employee positions, and the interests of employees;
- Recognizing that it may not be possible for all employees who wish to work remotely to be able to do so or to work remotely as much as they wish;
- Support all accommodations resulting from the ADA, FMLA and/or OFLA interactive process including those that include remote work elements;
- Asking supervisors to determine, in consultation with their division head, a comprehensive approach to ensuring that services to students and colleagues are sustained and, within this context, what combination of in-person and remote services meets the priorities of student engagement and effective operations of the university. To equitably achieve this principle:
  - All employees who request to work remotely are expected to fill out the university's "Remote Work" form and renew it annually, if appropriate;
  - While the decision to work remotely is a consultative process between employees and supervisors, final determinations will
consider the interests of the employee alongside the priorities of the unit, the college/school/office, and OAA’s overall commitments to student success and effective operational practices.

- Continuing remote work will be at the discretion of the supervisor and/or unit head in light of changing unit needs and in accordance with our CBAs;

- In order to support the successful performance of work, wherever it occurs, employees should review the Remote Work Guidelines posted at https://www.pdx.edu/human-resources/remote-work-guidelines and other relevant university policies before consulting with their supervisor.

- Changes to teleworking or remote work agreements must comply with applicable CBA’s and/or LOA’s.

cc: Stephen Percy, President