



Interim & New Remote Work Policy Comparison

Topic	Interim Policy	New Policy
Applicability	The policy applies only to non-represented employees. The policy does not apply during natural disasters, public health emergencies declared by government authorities, inclement weather, or when there's health or safety risks to employees and the public.	The policy applies only to non-represented employees. The policy does not apply during natural disasters, public health emergencies declared by government authorities or City Manager/designee , inclement weather, or when there's health or safety risks to employees and the public.
Eligibility	Policy states not all jobs can be performed remotely. Some factors to consider were listed, including job performance and work record.	Policy states not all jobs can be performed remotely. Characteristics of positions that may (and may not) lend themselves to remote work and remote work readiness factors were added.
Requesting Remote Work Assignment	Employees are required to submit Remote Work Agreement. Supervisors approve requests from their staff.	Employees are required to submit Remote Work Agreement. Employees with existing RWA do not need to resubmit the form unless they want to make amendments. Supervisors review the form first, but Directors will approve all requests from their department staff.
Requirements	<p>The Interim Policy set requirements in the following areas:</p> <ul style="list-style-type: none"> • Performance, Communication, and Attendance Requirements • Equipment and Data Security Requirements • Workspace Requirements • Safety Requirements 	<p>The new policy sets Citywide requirements in the following areas:</p> <ul style="list-style-type: none"> • Remote Work Environment • Hours of Work and Availability • Work Location & Travel • Equipment and Data Security <p>In addition, departments have an option to set department-specific rules based on operational needs.</p>
Temporary Remote Work Assignments	Short-term, temporary remote work assignments expected to last less than 1 week may be approved on a case-by-case basis without following the procedures outlined above.	Short-term, temporary remote work assignments expected to last less than fourteen (14) consecutive days or 28 days total annually may be approved on a case-by-case basis without following the procedures outlined above when it supports City operations and services.

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Short-Term Remote Work Assignment as Alternative Sick Leave Option	None.	<p>Employees may request short-term, temporary remote work assignments when their health condition doesn't allow them to perform their normal tasks (i.e. in-person customer services, janitorial services, field operations, driving, inspection, etc.) but allows them to perform alternate assignments. Departments, at the discretion of Director or designee, may approve a temporary remote work assignment.</p> <p>When employees continue to be incapable of reporting to work at their designated in-person City work site after the five (5) business days of their short-term, temporary remote work assignment, they must start using their available leave accruals for their absence according to applicable City policies.</p>
Short-Term Remote Work Assignment from Outside of Oregon	No mention.	<p>While ongoing employment at City of Hillsboro occurs primarily at City facilities in Hillsboro, Portland metropolitan area, and the State of Oregon, job duties may be performed remotely from outside of Oregon for a short-term, temporary duration with advanced approval from Department Director or a designee.</p> <ul style="list-style-type: none"> • Washington Employees: Employees whose residence is located in the south or southwest region of Washington state are <u>not</u> subject to the additional requirements and restrictions in this subsection of the policy. • Definition of South or Southwest region of Washington state: For the purposes of this policy, "South" or "Southwest" region is the areas in Washington state that are geographically within the 50-mile radius from Civic Center (150 E Main St. Hillsboro, OR 97123).

Topic	Interim Policy	New Policy
Remote Work Assignment Outside United States	Not allowed.	Not allowed.
Monitoring, Changing, Reconsidering, or Ending a Remote Work Assignment	The City reserves the right to change or discontinue a remote work assignment at any time for any reason it determines appropriate. (Mentioned once at the end.)	The City reserves the right to change or discontinue a remote work assignment at any time for any reason it determines appropriate. (Mentioned twice at the beginning and at the end.)