




OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY

Human Resources Division

Title:	Support of Employee's Work and Family Needs	HR_450_15
Supersedes:	HR_450_15, dated February 1, 2011	
Applicability:	All employees except where collective bargaining agreement language conflicts.	
Reference:	State Policy 10.030.01, ORS 240.145(3); 240.321(4)	
Effective Date:	October 1, 2013	Approved: 

I. PURPOSE

To provide for a family friendly workplace that encourages employees to achieve a balance between work and family.

II. POLICY

It is the policy of the Department of Fish and Wildlife to recognize the importance of the family and the employee's need to meet their family health and dependent care obligations. The department is committed to the greatest extent possible, to responding to those needs through work and family policies and a workplace that supports efforts to achieve a balance between work and family.

A. The following work and family policies support the efforts of the state to achieve a balance between work and family:

1. Flexible Work Schedule -- As defined in HRSD State Policy 10.000.01(40), Definitions and referred to in ODFW policy HR_420_04 Fair Labor Standards Act or an applicable collective bargaining agreement.
2. Job Sharing – HR Policy 440_10 Alternate Methods of Filling Positions, OAR 105-040-0070 or an applicable collective bargaining agreement.
3. Telecommuting – HR Policy 450_06 Telecommuting or an applicable collective bargaining agreement.
4. Sick Leave – HR Policy 460.01 Sick Leave with Pay or an applicable collective bargaining agreement.
5. Personal Business Leave -- HR Policy 460.03 Special Leaves with Pay or an applicable collective bargaining agreement.
6. Vacation Leave -- HR Policy 460.02 Vacation Leave or an applicable collective bargaining agreement.

7. Special Leaves with Pay -- HR Policy 460.03 Special Leaves with Pay or an applicable collective bargaining agreement.
8. Federal and State Family Medical Leave -- HR Policy 460.04 Family and Medical Leave or an applicable collective bargaining agreement.
9. Leaves without Pay -- HR Policy 460.06 Leaves without Pay or an applicable collective bargaining agreement.
10. Statutorily Required Leaves With and Without Pay -- HR Policy 460.11 Statutorily Required Leaves With and Without Pay or an applicable collective bargaining agreement.
11. Military Donated Leave Program-HRSD State Policy 60.020.05 or an applicable collective bargaining agreement.
12. Donated Leave-HRSD State Policy 60.025.01

B The following are additional areas that the State is authorized by statute to offer to employees:

1. Insurance Benefits-ORS 243.105-.223.
2. Dependent Care Flexible Spending Account-ORS 243.105-.223.
3. Health Care Flexible Spending Account-ORS 243.105-.223.
4. Long Term Care Insurance-ORS 243.105-.223.
5. Employee Assistance Program-ORS 243.105-.223.