



## BOARD OF COMMISSIONERS

# AGENDA REQUEST & STAFF REPORT

**MEETING DATE:** January 28, 2026

**SUBJECT:** Approval of updates to HR-6, Deschutes County Remote Work Policy; HR-12, Family Medical Leave Policy; and HR-13, Employee Leave Donation Policy

**RECOMMENDED MOTION:**

Move approval of proposed changes to HR-6, Deschutes County Remote Work Policy; HR-12, Family Medical Leave Policy; and HR-13, Employee Leave Donation Policy.

**BACKGROUND AND POLICY IMPLICATIONS:**

On January 14<sup>th</sup>, staff presented proposed updates to three of the County's Human Resources (HR) policies, as follows:

- **HR-6, Deschutes County Remote Work Policy** – The Remote Work Policy provides guidelines for employees to work from approved sites other than their designated County locations, promoting flexible work options. Eligibility depends on job suitability and performance, with the policy detailing expectations for productivity, security, and the setup of a safe remote work environment. Staff is proposing updates to the policy that clarify expectations around remote work occurring outside of Central Oregon.
- **HR-12, Family Medical Leave Policy** - The Family and Medical Leave Policy allows Deschutes County employees to take leave for specific family and medical reasons, such as serious health conditions or to care for a new child, under FMLA, OFLA, and PLO, ensuring job protection and continuation of benefits. Staff is proposing administrative changes that align with updates in state and federal law and also improve clarity around existing processes.
- **HR-13, Employee Leave Donation Policy** – Deschutes County's Employee Leave Donation policy allows employees to donate vacation or compensatory time to colleagues who are out of leave due to OFLA/FMLA events, ensuring support during extended medical needs. Employees must have a minimum leave balance and donations are administered confidentially, with restrictions on solicitation and

maximum receipt limits. Staff is proposing the addition of new language that requires employees to exhaust all paid leave options before requesting leave donations.

**BUDGET IMPACTS:**

None.

**ATTENDANCE:**

Whitney Hale, Deputy County Administrator  
Susan DeJoode, Human Resources Director