

NOTICE ON REMOTE WORK AND NEW HIRES: In response to the COVID-19 pandemic, most OPERS employees are currently working remotely. New hires must meet our remote work requirements. These requirements include, at a minimum:

1. Remote work is not an entitlement and an employee may be required to return to the primary agency location at any time. Remote work does not confer upon the employee a contract of employment.
2. Employees must agree to work the hours assigned to them whether working remotely or in the primary agency location. Contact Center Representatives work from 8:00 a.m. until 5:00 p.m., Monday through Friday, excluding official state holidays.
3. All training will take place remotely using teleconferencing systems such as Zoom and Microsoft Teams.
4. Remote employees may be required to return to the primary agency location to work full-time.
5. Employees are required to provide adequate internet connectivity to support agency operations while working remotely. A reliable, high-speed internet connection of 25Mbps or faster is recommended. Costs for connectivity are the responsibility of the employee and will not be reimbursed.
6. OPERS will provide all necessary computer hardware and software to successfully perform the functions of the job. The employee is responsible to provide their own office furnishings (e.g., desk, chair, etc.) necessary to successfully perform the functions of the job. OPERS will provide common office supplies (e.g., paper, pens, etc.).
7. The remote work location must be a private, secure area. It cannot be in a public library or other public place.
8. The focus of remote work is job performance and meeting agency performance expectations. Remote work is not designed to be a substitute for appropriate child care or adult care or for conducting personal business.
9. OPERS is not responsible for and does not provide advice related to tax or legal issues arising from remote work.