This letter is to notify you that, effective immediately, you are being duty stationed at home. This action is the result of a pending investigatory process, and will remain in place until the investigatory process is completed or this action is rescinded by management.

Your duty station at home schedule will be Monday through Friday, 8:00am to 4:30pm, with a 30-minute lunch period from 12:00pm to 12:30pm, with Saturday, Sunday, and holidays off.

While duty stationed at home:

1. You must be available by phone during these scheduled working hours.
2. You must be available to meet with management upon request during your scheduled working hours.
3. If you cannot be available during your scheduled working hours (e.g. not able to answer your phone or out of your local area where you would not be able to report to the workplace), you must get approval in advance to use your appropriate accrued leave. To request leave, you may contact your manager at XXX-XXX-XXXX or at EMAILADDRESS@doc.oregon.gov.
4. You are not to report to your workplace or conduct any work, unless directed to by management.
5. You must keep management informed of any change of telephone number or email address where you may be reached during your scheduled working hours.

You will receive regular pay during this period of time and are expected to remain available for contact during the schedule listed.

In Workday, the personal telephone number listed for you is XXX-XXX-XXXX, and the personal email address is EMPLOYEE PERSONAL EMAIL. If this information is not correct, provide updated contact information to your manager immediately.

If you feel inclined to speak with a representative of the Employee Assistance Program, you may find EAP resource information at canopywell.com.

If you have any questions, you may contact me at XXX-XXX-XXXX or at EMAILADDRESS@doc.oregon.gov..