



# Department of Shared Administrative Services Office of Personnel Management

**Policy Title:** Meetings Policy

**Policy Number:** 74

**Effective Date:** October 1, 2025

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## **PURPOSE**

This policy is established to create best practices regarding state employees conducting or attending in-person meetings. This policy aims to enhance collaboration, effectiveness, communication, and teamwork by prioritizing face-to-face interactions.

## **SCOPE**

This policy applies to all in-person meetings held by state employees when participants are in the same building or physical space. This policy also applies to all Teams meetings held by or attended by state employees when participants are working remotely. All relevant State and department-specific rules, procedures, and policies are applicable.

## **POLICY**

In-person meetings are the standard for on-site employees unless a meeting participant is working remotely. For Teams meetings, cameras shall be utilized during the entirety of the meeting.

Please refer to [OPM Policy #70 State Business Hours](#), [OPM Policy #71 Remote Work](#), and [OPM Policy #72 Alternative and Flexible Work](#).