## Operational Policy

<table>
<thead>
<tr>
<th>Policy title:</th>
<th>Agency Compliance with Statewide Administrative Policy</th>
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<tbody>
<tr>
<td>Policy number:</td>
<td>DHS</td>
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<tr>
<td>Original date:</td>
<td>08/20/2015 Last update: 05/06/2019</td>
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<tr>
<td>Approved:</td>
<td>Don Erickson, DHS CAO Kris Kautz, OHA Deputy Director</td>
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### Purpose

The Department of Human Services (DHS) and the Oregon Health Authority (OHA) are committed to ensuring that agency employees comply with state administrative and operational policy as required by the Department of Administrative Services (DAS).

### Description

This policy describes the responsibility of DHS and OHA employees to comply with statewide policy instituted by DAS.

### Applicability

This policy applies to all DHS and OHA staff including employees, volunteers, trainees and interns.

As keepers of the public trust, all agency employees have a responsibility to comply with state and agency policies, administrative rule, and state and federal law. The agency takes this responsibility seriously and failure to fulfill this responsibility is not treated lightly. Employees who fail to comply with state or agency policy, administrative rule, or state and federal law may face progressive discipline, up to and including dismissal from state service.

### Policy

1. DHS and OHA follow all applicable statewide policies created by the Oregon Department of Administrative Services (DAS).
2. When DHS and OHA create policies that are similar or related to policies created by DAS, including policies that are more strict, employees shall follow the DHS, OHA or joint policies in addition to – not instead of – the DAS statewide policies.
3. When DHS and OHA create policies similar or related to policies created by DAS, the title of the similar or related DAS policy or the DAS statewide policy page shall be included in the reference section or related policies section of the DHS|OHA policy.
4. DHS|OHA do not have similar or related policies to those listed in the Related Policies section of this document. Instead, these DAS policies have been specifically adopted by DHS|OHA through the adoption of this policy.
5. All DHS, OHA and joint policies shall include the following statement: *DHS and OHA follow all applicable federal and state statutes and rules and all Oregon Department of Administrative Services statewide policies.*
References
Comparability of Work
Department of Administrative Services Statewide Policies and Guidelines
DHS/OHA Policy Website
Equal Employment Opportunity and Affirmative Action Rule
Pick-up of Employee Contributions to Retirement

Forms referenced

Related policies
Acceptable Use of Information Assets
Appointment to Unclassified Executive Service
Business Continuity Planning
Classification Plan Development and Maintenance
Discrimination and Harassment Free Workplace
Donated Leave
Early Return to Work of Injured Workers
Effect of Position Classification Change on Incumbents
Employee Security
Exceptions to Hay Evaluated Salary
Exceptions to Policies
Facilities Policies
Fair Labor Standards Act
Family and Medical Leave
Fleet Management
General Compensation Policy
Green Chemistry Procurement Guidelines Policy
Holiday Decorations and Lights
Holiday Leave with Pay
Human Resource Management Policies
Information Asset Classification
Information Resources Management Policies
Information Security
Information Security Incident Response
Information Technology Asset Inventory and Management
Information Technology Investment Review and Approval
Internal Controls for the Management of Mobile Communication Devices
Job Evaluation and Position Benchmarks
Job Rotation
Maintaining a Professional Workplace
Management Service Discipline, Dismissal or Removal
Merit Pay System
Military Leave
Military Donated Leave
Mobile Communication Device Use While Driving
Office Closure Policy
Oregon Accounting Manual
Controlling Portable and Removable Storage Devices
Pay Practices, Including Differentials
Position Management
Privileged Access
Procurement Policies
Recruitment and Selection
Reinstatement and Reemployment Injured Workers
Resource Conservation Policies
Risk Management, Self-Insurance Book
School to Work: Career Related Learning
Sick Leave with Pay
Special Leaves with Pay
Support of Employee Participation in Mentoring Program
Support of Employee’s Work and Family Needs
Sustainable Acquisition and Disposal of Electronic Equipment
Sustainable Procurement and Internal Operations
Telecommuting and Teleworking
Temporary Appointments
Trial Service Period
Transfers
Transporting Information Assets
Unclassified Service Employment and Termination
Vacation Leave
Weapons in the Workplace
Workplace Effects of Domestic Violence, Sexual Assault, Stalking

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07/15/2015 Initial release DHS|OHA Joint Policy
12/18/2017 Version 2
05/06/2019 Version 3 (added new policy, updated keywords)

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