**Procedure Title:** DHS Employees As Contractors

**Procedure Number:** DHS-060-003-01  **Version:** 1.0  **Effective Date:** 04/17/2002

DHS Chief Administrative Officer  04/17/2002

Approved By: (Authorized Signer Name)  Date Approved

**Procedure**

<table>
<thead>
<tr>
<th>Step</th>
<th>Responsible Party</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Supervisor</td>
<td>Submit a memo to the Assistant Director explaining the reason the contract must be developed.</td>
</tr>
<tr>
<td>2.</td>
<td>Assistant Director</td>
<td>Approve or deny the request. If approved, Contact the Office of Contracts &amp; Procurement to develop a Personal Services Contract. If denied, notify the supervisor of the reason in writing.</td>
</tr>
</tbody>
</table>

**Policy that applies:**
DHS-060-003, DHS Employees as Contractors Policy

**Form(s) that apply:**
None

**Contact(s):**
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**Procedure History:**
- **Version 1.0:**
  07/13/2006 Administrative correction for clarification: Changed C&P to Office of Contracts and Procurement in Step 1
  04/17/2002 Initial Release

**Keywords:**
(List keywords here that might be used by someone to search for this policy on the internet)