Policy

<table>
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<th>Policy Title:</th>
<th>Employee Separation</th>
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<td>Policy Number:</td>
<td>DHS-060-007</td>
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DHS Chief Administrative Officer 04/17/2002
Approved By: (Authorized Signer Name) Date Approved

Overview

Purpose/Rationale:
Employee separations must be processed in a timely manner whether the employee is resigning, retiring, ending a temporary assignment or transferring to another agency or workunit.

Policy

The supervisor is responsible for ensuring the safety of information, return of state property and for assuring a smooth transition of duties to a new worker when an employee resigns, retires, is involuntarily terminated, or is placed on administrative leave.

The supervisor should ensure that:

- Employees are paid correctly and receive their final paycheck within 24 hours of leaving DHS employ.
- Computer and data access is revoked.
- Electronic keycards and keys are returned.
- All other property assigned to employee is returned.

Procedure(s) that apply:

DHS-060-007-01, Employee Separation Procedure

Form(s) that apply:

- DHS 2117, Employee Separation Checklist
- DHS 0001, Employee Add, Modify, Move, or Delete Request - Word
- DHS 0050, Employee Assigned Property

Definition(s):

See Common Terms for DHS Human Resource policies
See Common Terms for department-wide support services policies

Reference(s):

None
Contact(s):
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Policy History:
- Version 1.0:
  04/17/2002 Initial Release

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