### 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>Determine if it is necessary to hire the retiree as a temporary employee or under a personal services contract. If Temporary Employee:  - Write a memo requesting approval to hire retiree as a temporary employee explain reason for temporary appointment.  - Write position description that includes a deliverable work product within the 1039 hours. Specify a process for transition if continuing to perform work of a prior position.  - Submit a memo and DHS 0106, Hiring Request form to the Assistant Director. If Personal Services Contract is used:  - Complete a memo explaining why retiree services are needed and why a contract needs to be used.  - Identify a deliverable work product within the 1039 hours and specify a process for transition if the work of the previous position is to be continued.  - Submit memo to the Assistant Director.</td>
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<tr>
<td>2.</td>
<td>Assistant Director</td>
<td>Approve or deny the request. If denied, return to the supervisor with a written explanation. If temporary is approved, submit Request Form and Personal Action Form to Human Resources for processing. If contract is approved, return to supervisor for processing.</td>
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<tr>
<td>3.</td>
<td>Supervisor</td>
<td>If Contract, notify C &amp; P to begin developing Personal Services Contract.</td>
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</tbody>
</table>

**Policy that applies:**

DHS-060-008, Employing DHS Retirees
Form(s) that apply:
DHS 0106, Hiring Request form

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Procedure 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)