

OREGON STATE HOSPITAL

PORTLAND – SALEM

POLICIES AND PROCEDURES

SECTION 5: Human Resource Management

POLICY: 5.015

SUBJECT: Employee Separation Procedure

POINT PERSON: BILLY MARTIN

PERSON: HUMAN RESOURCES MANAGER

APPROVED: GREGORY P. ROBERTS
SUPERINTENDENT



DATE: January 4, 2012

I. POLICY

Oregon State Hospital (OSH) has adopted DHS Policy DHS-060-007 and Procedure DHS-060-007-01, Employee Separation Procedure. (See attached).

Replaces OSH Policy and Procedure 5.015, *Employee Separation Procedure*, dated 2/27/20009.



DHS Procedure
Oregon Department of Human Services

Administrative Services

[DHS home](#) | [Policies](#) | [Administrative policies](#) | [Admin policies Index](#) | [procedure](#)

| | | | | |
|-------------------|----------------------------|----------|------------|-----------------------------------|
| Procedure Title: | Employee Separation | | | |
| Procedure Number: | DHS-060-007-01 | Version: | 1.0 | Effective Date: 04/17/2002 |

Approved By: DHS Chief Administrative Officer Approved Date: 04/17/2002

- [Policy](#) [Forms, etc.](#) [Contact](#) [History](#)

Procedure:

| Step | Responsible Party | Action |
|------|-------------------|--|
| 1. | Employee | Submit written resignation with effective date. Return all property and files to supervisor. |
| 2. | Supervisor | Complete the Personal Action Form (DHS 0109) and forward to HR as soon possible. This initiates the termination process with HR. Complete all paperwork in the <u>Employee Separation Checklist</u> . This must be done with employee and at least 24 hours prior to termination. Submit DHS 0001, Employee Add, Modify, Move or Delete (AMD) <u>form</u> to OIS. Take possession of all employee's assigned property and complete the DHS 0050, Employee Assigned Property <u>form</u> . |
| 3. | Human Resources | Process the Personnel Action and notify Payroll. |

[Ⓜ Back to top](#)

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