

Operational Policy

Policy title:	Agency Compliance with Statewide Administrative Policy		
Policy number:	DHS OHA-010-014		
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Approved:	Don Erickson, DHS CAO Kris Kautz, OHA Deputy Director		

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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Policy history

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

Keywords

Acceptable use, acquisition, administrative policy, appointment, asset, classification, business continuity, classification, classification plan development, closure, compensation, compliance, conservation, continuity of operations, decorations, Department of Administrative Services, DAS, differentials, discipline, discrimination, dismissal, domestic violence, donated, driving, electronic

equipment, evaluation, exceptions, executive service, leave, injured workers, position classification change, facilities, Fair Labor Standards Act, family, Family and Medical Leave, firearm, fleet management, green procurement, harassment, hand gun, handgun, holiday, HR, human, human resources, injured, injury, lights, incident, incident response, information, information resources, information security, information technology, inventory, investment, job evaluation, leave with pay, management, management service, mentoring, merit, military, mobile, mobile communication, mobile communication devices, MCDs, operational policy, pay, policy, policy exceptions, policies, privilege, procurement, professional, recruitment, reemployment, reinstatement, removal, return to work, rotations, safety, salary exceptions, school, security, selection, self-insurance, sexual assault, sick leave, special leave, stalking, state, state-wide, sustainable, sustainable procurement, telecommuting, teleworking, temporary appointments, termination, trial service, transfers, transporting Information Assets, unclassified service, vacation leave, violence, weapons

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