

Procedure Title:	Employee Assigned Property				
Procedure Number:	DHS-040-002-01	Version:	1.0	Effective Date:	02/28/2002

DHS Chief Administrative Officer

02/28/2002

Approved By: (Authorized Signer Name)

Date Approved

Procedure

Step	Responsible Party	Action
1.	DHS Managers	Assign a person from each office to be responsible for the tracking of the property and property forms.
	Staff assigned to track	Update the Employee Assigned Property Tracking Form and have employee and supervisor sign when: <ul style="list-style-type: none"> • New property is issued. • Property is transferred. • Property is returned. • Employee terminates employment. • Employee is placed on Administrative Leave. Supervisor keeps one copy in supervisory file and other copy is sent to Human Resources.
2.	Supervisor	Place copy in supervisory file. Review form and update annually. Indicate review by initialing file at review. If there are changes, send a copy of the updated form to HR. Obtain all assigned property from employee who terminates, transfers or is placed on Administrative Leave.
3.	HR Staff	Maintain central Employee Assigned Property file.
4.	Employee	Return all Assigned Property at termination, transfer or when placed on Administrative Leave. Record the return on form - both supervisor and employee sign.

Policy that applies:

[DHS-040-002, Employee Assigned Property Policy](#)

Form(s) that apply:

[DHS 0050, Employee Assigned Property](#)

Contact(s):

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Procedure History:

- **Version 1.0:**
12/28/2002 - Initial Release

Keywords:

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

