

Operational Policy

Policy title:	Employee Assigned Property		
Policy number:	DHS OHA-040-002		
Original date:	02/28/2002 (DHS Only)	Last update:	12/10/2015 (Joint DHS OHA)
Approved:	Mark Fairbanks, OHA CFO Jim Scherzinger, Deputy Director DHS		

Purpose

The Department of Human Services (DHS) and the Oregon Health Authority (OHA) are committed to communication and collaboration on operational policies affecting both agencies, including those developed by the Shared Service offices. The Office of Financial Services (OFS) ensures honesty, integrity and accountability by efficiently and effectively providing accurate, accountable and responsive financial management, management and business services to their clients, stakeholders and employees. In this way OFS supports the DHS|OHA mission and ensures the agency is in compliance with state laws and federal policies, rules and regulations.

Description

This policy outlines the requirements for tracking property assigned to employees.

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 assign specific property to staff during their course of work, including valuable and portable electronic devices such as cell phones, laptops and negotiable instruments like SPOTS cards.
2. Every employee assigned agency property shall complete MSC 0050, within two business days of receiving the property.
3. Employee's shall:
 - a. Notify their supervisor when an assigned item is lost or stolen.
 - b. Return all assigned items when:
 - A. Placed on administrative leave.
 - B. Separating from the position.

- C. The item is no longer needed.
4. Supervisors shall ensure all state property assigned to an employee is returned if the employee is placed on administrative leave or separates from the position.
 5. When an employee separates from a position but continues to be employed by DHS and OHA, the employee's new supervisor shall perform a review of the employee's assigned property and complete a new MSC 0050 within five days of the employee's new position begin date.

References

[Common Terms](#) for all Finance policies

[Common Terms](#) for all Administrative Services Division policies

Forms referenced

[MSC 0050: Employee Assigned Property](#)

Related policies and guidelines

[DHSO|HA-040-002-01: Employee Assigned Property](#)

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Policy history

02/28/2002 Initial Release Department of Human Services

08/18/2015 Established joint DHS|OHA policy

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