

Operational Policy

Policy title:	Job Rotation and Developmental Assignment Reimbursements		
Policy number:	DHS OHA-040-005		
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 establishes a consistent practice to ensure reimbursement to sending agency for payments made to employees on job rotation or developmental assignment.

Applicability

This policy applies to all DHS and OHA staff,

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 encourage job rotations and developmental assignments that allow employees to increase their knowledge and skills while balancing the needs of both agencies.
2. The Office of Human Resources and OFS administer different portions of the job rotation and developmental assignments process (see references).
3. The employee, sending supervisor and receiving supervisor shall execute a memorandum of agreement before a job rotation and developmental assignment begins.
 - a. All negotiated costs must be specified in the memorandum of agreement.
 - b. Internal Revenue Service rules apply to these agreements.

4. The receiving supervisor shall approve the employee's time reports during the rotation.

References

[DAS Policy, Job Rotation: 50.015.01](#)

[IRS Standard Mileage Rates](#)

[Common Terms](#) for all Finance policies

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

Forms referenced

None

Related policies and guidelines

[DHS|OHA-040-005-01 Job Rotation and Developmental Assignment Reimbursements](#)

[DHS|OHA-060-012 Job Rotation and Developmental Assignment Policy](#)

[DHS|OHA-060-012-01 Job Rotation and Developmental Assignment Procedure](#)

Contact

Shawn Jacobsen

503-945-6869

Shawn.Jacobsen@DHS|OHA.state.or.us

Policy history

02/28/2002 Initial Release Department of Human Services

12/04/2015 Established joint DHS|OHA policy

Keywords

Mileage Rates, IRS Mileage Rates, job rotation, developmental assignment, job reimbursements, developmental assignment

This document can be provided upon request in an alternate format for individuals with disabilities or in a language other than English for people with limited English skills. To request this document in another format or language, contact the Publications and Design Section at 503-378-3486, 7-1-1 for TTY, or email dhs-oha.publicationrequest@state.or.us.