

<b>Procedure Title:</b>	DHS Employees As Contractors				
<b>Procedure Number:</b>	DHS-060-003-01	<b>Version:</b>	1.0	<b>Effective Date:</b>	04/17/2002

DHS Chief Administrative Officer

04/17/2002

Approved By: (Authorized Signer Name)

Date Approved

## Procedure

Step	Responsible Party	Action
1.	Supervisor	Submit a memo to the Assistant Director explaining the reason the contract must be developed.
2.	Assistant Director	Approve or deny the request. <u>If approved</u> , Contact the Office of Contracts & Procurement to develop a Personal Services Contract. <u>If denied</u> , notify the supervisor of the reason in writing.

## Policy that applies:

[DHS-060-003, DHS Employees as Contractors Policy](#)

## Form(s) that apply:

None

## Contact(s):

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## Procedure History:

- **Version 1.0:**

07/13/2006 Administrative correction for clarification: Changed C&P to Office of Contracts and Procurement in Step 1

04/17/2002 Initial Release

## Keywords:

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