

Procedure Title:	Employee Separation				
Procedure Number:	DHS-060-007-01	Version:	1.0	Effective Date:	04/17/2002

DHS Chief Administrative Officer

04/17/2002

Approved By: (Authorized Signer Name)

Date Approved

Procedure

Step	Responsible Party	Action
1.	Employee	Submit written resignation with effective date. Return all property and files to supervisor.
2.	Supervisor	Complete the Personal Action Form (DHS 0109) and forward to HR as soon possible. This initiates the termination process with HR. Complete all paperwork in the Employee Separation Checklist . This must be done with employee and at least 24 hours prior to termination. Submit DHS 0001, Employee Add, Modify, Move or Delete (AMD) form to OIS . Take possession of all employee's assigned property and complete the DHS 0050, Employee Assigned Property form .
3.	Human Resources	Process the Personnel Action and notify Payroll.

Policy that applies:

[DHS-060-007, Employee Separation Policy](#)

Form(s) that apply:

[DHS 2117, Employee Separation Checklist](#)

DHS 0109, Personnel Action - [PDF](#), [Word](#), [Wordperfect](#)

DHS 0001, Employee Add, Modify, Move, or Delete Request - [Word](#) or [WordPerfect](#)

[DHS 0050, Employee Assigned Property](#)

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- **Version 1.0:**

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Keywords:

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

