

## Policy

<b>Policy Title:</b>	Employee Separation				
<b>Policy Number:</b>	DHS-060-007	<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

## Overview

### **Purpose/Rationale:**

Employee separations must be processed in a timely manner whether the employee is resigning, retiring, ending a temporary assignment or transferring to another agency or workunit.

## Policy

The supervisor is responsible for ensuring the safety of information, return of state property and for assuring a smooth transition of duties to a new worker when an employee resigns, retires, is involuntarily terminated, or is placed on administrative leave.

The supervisor should ensure that:

- Employees are paid correctly and receive their final paycheck within 24 hours of leaving DHS employ.
- Computer and data access is revoked.
- Electronic keycards and keys are returned.
- All other property assigned to employee is returned.

## Procedure(s) that apply:

[DHS-060-007-01, Employee Separation Procedure](#)

## Form(s) that apply:

[DHS 2117, Employee Separation Checklist](#)

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

[DHS 0050, Employee Assigned Property](#)

## Definition(s):

See [Common Terms](#) for DHS Human Resource policies

See [Common Terms](#) for department-wide support services policies

## Reference(s):

None

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**Policy History:**

- **Version 1.0:**  
04/17/2002 Initial Release

**Keywords:**

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

