

Procedure Title:	Employing DHS Retirees				
Procedure Number:	DHS-060-008-01	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.	Supervisor	<p>Determine if it is necessary to hire the retiree as a temporary employee or under a personal services contract.</p> <p>If Temporary Employee:</p> <ul style="list-style-type: none"> Write a memo requesting approval to hire retiree as a temporary employee explain reason for temporary appointment. Write position description that includes a deliverable work product within the 1039 hours. Specify a process for transition if continuing to perform work of a prior position. Submit a memo and DHS 0106, Hiring Request form to the Assistant Director. <p>If Personal Services Contract is used:</p> <ul style="list-style-type: none"> Complete a memo explaining why retiree services are needed and why a contract needs to be used. Identify a deliverable work product within the 1039 hours and specify a process for transition if the work of the previous position is to be continued. Submit memo to the Assistant Director.
2.	Assistant Director	<p>Approve or deny the request.</p> <p>If denied, return to the supervisor with a written explanation.</p> <p>If temporary is approved, submit Request Form and Personal Action Form to Human Resources for processing.</p> <p>If contract is approved, return to supervisor for processing.</p>
3.	Supervisor	<p>If Contract, notify C & P to begin developing Personal Services Contract.</p>

Policy that applies:

[DHS-060-008, Employing DHS Retirees](#)

Form(s) that apply:

DHS 0106, Hiring Request form

Contact(s):

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Procedure 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)

