



**Central Office Action Required:** Office of Human Resources will respond to questions or concerns. Office Human Resources will review the policy and procedures annually and update as necessary.

**Field/Stakeholder review:**     Yes     No

**If yes, reviewed by:** DHS Policy Review Committee, Office of Human Resource Managers.

**Filing Instructions:** No paper copies are distributed for filing. DHS Agency-wide policies are located on the DHS web site at <http://www.dhs.state.or.us/policy/admin/>

*If you have any questions about this policy, contact:*

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