

Field/Stakeholder review: Yes No

If yes, reviewed by: Admin senior management, Senior HRs, HRGs, 301HR form pilot team, CRU staff

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:

| | | | |
|--------------------|--|-------------|--------------|
| Contact(s): | Debbie Bowers | | |
| Phone: | 503-378-5619 | Fax: | 503-378-6314 |
| E-mail: | debbie.bowers@state.or.us | | |