

Number: AS-PT-06-020

Issue Date: 12/19/2006

Authorized Signature

Topic: Agency-wide Policy

Transmitting (check the box that best applies):

- New Policy
 Policy Change
 Policy Clarification
 Executive Letter
 Administrative Rule
 Manual Update
 Other: _____

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> Other (please specify): DHS Managers |

Policy/Rule Title:	Employee Personnel Records		
Policy/Rule Number(s):	DHS-060-006	Release No:	3
Effective Date:	12/5/2006	Expiration:	None
Reference:	DAS, HRSD State Policy 10.011.01 DAS, HRSD OAR 105-010-0011 Secretary of State, Arhives Division OAR 166-300-0040(7) Collective Bargaining Agreement		
Web Address:	http://www.dhs.state.or.us/policy/admin/hr/060_006.htm		

Discussion/Interpretation: The policy has been revised to clarify what is maintained in the Official Personnel File, Supervisory File, and the Employee Medical File.

Implementation/Transition Instructions: Managers should review the policy to insure Supervisory files are set up and maintained appropriately, and that Medical files are not maintained in the local office. Offices should not duplicate nor maintain personnel files that mirror what exists in the Office of Human Resources.

Training/Communication Plan: No formal training is planned or required at this time.

Local/Branch Action Required: See Implementation/Transition Instructions, above.

Central Office Action Required: Respond to questions or concerns, annually review the policy and any associated procedures or other documents and update as necessary.

Field/Stakeholder review: Yes No

If yes, reviewed by: HR Managers and 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):	Pat Bouchie		
Phone:	503-945-6664	Fax:	503-378-3689
E-mail:	pat.bouchie@state.or.us		