

Number: AS-PT-08-005

Issue Date: 10/30/2008

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):

- All DHS employees
 County Mental Health Directors
 Area Agencies on Aging
 Health Services
 Children, Adults and Families
 Seniors and People with Disabilities
 County DD Program Managers
 Other (please specify):

Policy/Rule Title:	Workplace effects of domestic violence, sexual assault and stalking		
Policy/Rule Number(s):	DHS-060-032	Release No:	
Effective Date:	10-09-08	Expiration:	
Reference:	http://oregon.gov/DAS/HR/docs/advice/P5001004.pdf		
Web Address:	http://www.dhs.state.or.us/policy/admin/hr/060_032.pdf		

Discussion/Interpretation: DHS has adopted the DAS policy.

Implementation/Transition Instructions: As of the effective date of the new version, 10-09-08, DHS will adopt the DAS policy.

Training/Communication Plan:

DHS managers and supervisors are expected to receive training on this policy, on a periodic basis. The policy training will be provided by the HR Analysts to the management teams within the DHS Divisions. In tandem with the policy training, education on domestic violence and stalking behaviors and services available to victims is provided by local DV resources for management teams. DHS managers and supervisors are expected to educate their staff on the policy, and the options supervisors have for responding to DV situations when a staff member chooses to disclose. The Senior HR Manager for each Division will coordinate

the DV training initiative with Division executive leaders.

Training is addressed in the DAS policy as follows;

All Executive Branch agencies shall provide either a hard copy or electronic version of this policy and related agency procedures, including a resource list, to all current and new employees.

(B) Managers, Supervisors and Human Resource Staff Training

(i) All current managers, supervisors and human resource staff shall complete mandatory training within one year of the original adoption of this policy (February 1, 2008). All managers, supervisors and human resource staff hired after February 1, 2008, shall complete mandatory training within one year of appointment. All managers, supervisors, and human resource staff shall complete refresher training every 5 years thereafter.

(C) Employee Training

(i) An agency shall provide regular opportunities to all employees to attend voluntary training to learn more about:

A toolkit for DHS managers as well as employees is being developed.

Local/Branch Action Required: Ensure that all employees are aware of the policy and know how to access it without going through a supervisor. Compliance with training plan.

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: 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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