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Sent: Thursday, July 03, 2014 10:38 AM
To: hrmgr-net@listsmart.osl.state.or.us; hrexec@listsmart.osl.state.or.us
Subject: [hrmgr-net] Supplement to State HR Policy 70.000.02 Management Service Discipline and Dismissal

MEMORANDUM

From: Madilyn Zike
Chief Human Resource Officer

Date: July 3, 2014

Subject: Supplement to State HR Policy 70.000.02 Management Service Discipline and Dismissal

Effective immediately, all management service disciplinary actions where removal from management service under [240.570\(3\)](#) terminates the employee's state service because the employee has no return rights to a former classified position, the "ACTION" portion of the pre-discipline notice **shall state the following:**

ACTION: *Commencement of process for consideration of removal from management service with effective end of State Service.*

In addition, the Summary section of the pre-discipline notice must include a statement explaining the reason the removal will end the employee's state service. For example:

If the above charges are true and you are removed from the management service, the action, by operation of law, will terminate your state employment because you do not have immediate prior classified service.

We will update the policy and make these necessary changes in the near future.

Contact the Chief Human Resource Office, [Policy Section](#) with any questions related to this policy change or the [DOJ](#)'s Labor & Employment Section.