Employee: ______________________ Separation Date: ________________

(Please note: A primary and secondary reason must be entered into the PPDB system when using the 520 personnel action code.)

Please choose the most applicable primary reason for leaving employment with the State of Oregon and indicate the corresponding number in the space provided.

PRIMARY REASON: _____

Leaving for another job

(1) Public sector, in state
(2) Private sector, in state

(3) Public sector, out of state
(4) Private sector, out of state

Leaving for other pursuits

(5) Education
(6) Relocation
(7) Military service
(8) Stay home
(9) Resignation without notice/reason

Please choose the most applicable secondary reason for leaving employment with the State of Oregon and indicate the corresponding letter in the space provided.

SECONDARY REASON: _____

(A) Change of duties/assignment
(B) Compensation/rewards or benefit issues
(C) Dissatisfaction with organizational culture
(D) Business ethical or moral issues
(E) Insufficient performance feedback
(F) Job Abandonment
(G) Lack of advancement opportunities
(H) Lack of recognition
(I) Lack of teamwork
(J) Leadership direction
(K) Own or family member health reason(s)
(L) Personal (will not disclose)
(M) Conflict with supervisor
(N) Conflict with co-workers
(O) Poor training/insufficient tools to perform job
(P) Transportation/commute issues
(Q) Work/life balance issues
(R) Workplace policies/practices

Rev. 2/20/03