

State of Oregon Voluntary Separation Checklist

(For use with PA Code 520 Resignations only)

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
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*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