



# Oregon

Kate Brown, Governor

## Department of Administrative Services

Chief Human Resources Office

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### MEMORANDUM

Transmittal 182

**To:** Agency Human Resources Managers

**From:** Madilyn Zike, Chief Human Resources Officer

**Date:** November 4, 2015

**Subject:** Policy Update – Transition of Agency Head 50.060.01

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We have revised State HR Policy Transition of Agency Head 50.060.01. The following summarizes the primary changes in the policy:

#### State HR Policy 50.060.01 “Transition of Agency Head”

- Updated division title to CHRO
- General shifting, formatting and grammatical changes throughout the policy.
- Authority – Updated to reflect current state statutory applicability and federal law.
- Section 1(g) - Updated language to clarify roles and responsibilities, handling and retention of agreement.
- Section 2 – Added language to provide guidance when writing agreement for consistency.

The updated policy is available on the CHRO’s [web page](#). Click on “HR Policies & Rules” and scroll down to the appropriate policy.

Please call the CHRO Policy Unit if you have any questions.