

SUBJECT: Investigations of Human Resource Management Practices	NUMBER: 10.025.01
DIVISION: Chief Human Resources Office	EFFECTIVE DATE: 2/01/2019

APPROVED: Signature on file with the Chief Human Resources Office

POLICY STATEMENT: Oregon state government is committed to effective and efficient human resource management.

AUTHORITY: ORS 240.145(3) and (5); 240.250

APPLICABILITY: All agencies, boards and commissions

ATTACHMENTS: Oregon State Government Investigations [Toolkit](#)

DEFINITIONS: Refer to State HR Policy 10.000.01, Definitions

POLICY:

- (1) The Chief Human Resources Office (CHRO) has the authority to investigate complaints for violations of human resource practices for violations of policy, rule or law. The CHRO shall:
 - (a) Determine the subject, scope, and methodology of investigations.
 - (b) Meet or otherwise communicate with appropriate state agency management to provide information on the subject, scope and timeframe. Minimize, where possible, the impact of the process on the day-to-day activities of state agencies.
 - (c) Provide preliminary findings to the affected agency human resources manager or designee and work to ensure all pertinent information and documentation is considered.
 - (d) At the CHRO's discretion, provide a written report and possible recommendations to the agency human resources manager and agency director or their designees and, when appropriate, the Director of the Department of Administrative Services.
 - (e) Maintain a copy of any written report, supporting documentation and agency action.
 - (f) If appropriate, notify the complainant when the investigation is complete and whether or not the allegations were substantiated.
 - (g) If appropriate, consult with the agency to develop and implement corrective action plans.

- (h) If appropriate, follow up with the agency to ensure corrective actions are complete.
- (2) State agency directors and/or appointing authorities shall:
 - (a) Cooperate with the CHRO and provide assistance and requested information to ensure an effective and efficient investigation.
 - (b) Ensure actions affecting an employee are processed within applicable administrative rule, statute, state policy, and collective bargaining agreement provisions.