DUTY STATION AT HOME/ADMINISTRATIVE LEAVE - CHECKLIST

Print Form

DOC

Oregon Department of Corrections

Employee Name: _____ EIN:OR _____

Class No: _____ Classification Title: _____

Work Location: _____ Unit: _____

Supervisor: _____ HR Manager: _____

SIU Case No: _____ HR Case No: _____

☐ Duty Station at Home Effective Date: _____

☐ Administrative Leave Effective Date: _____

Information Technology Turned Off

*Send e-mail to DL Profile Requests listing **all** applications and programs to terminate access.*

☐ Outlook
☐ Telephone/Voicemail
☐ Secure ID Card
☐ Applications, i.e., DOC400, AFAMIS Trust, ORPIN , Zephyr, OSPS, etc.

DOC Property Returned - Employee Assigned Property Tracking CD1489

☐ DOC Photo ID
☐ Secure ID Hard Token
☐ Keys/Key Fob
☐ Key Chit/Card
☐ Cell Phone/Mobile Device/Chit
☐ Pager
☐ PDA
☐ Projects _____
☐ Black Name Tag
☐ DAS Motor Pool Card
☐ Phone Card
☐ SPOTS Card
☐ Voyager Card
☐ Laptop
☐ Memory Stick (Flash Drive)
☐ Other Equipment _____

Duty Station at Home

Agency Liaison: _____

Duty Station Days: ☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat

Scheduled Hours: ☐ 8 a.m. to 5 p.m. with 1 hour lunch 12 noon to 1 p.m.

Other Schedule: _____

Agency Liaison Check-in

Date	Time	Available	Liaison Initials	Comments
		☐ Yes ☐ No		
		☐ Yes ☐ No		
		☐ Yes ☐ No		
		☐ Yes ☐ No		
		☐ Yes ☐ No		
		☐ Yes ☐ No		

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Oregon Department of Corrections

DUTY STATION AT HOME - ADMINISTRATIVE LEAVE CHECKLIST

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Agency Liaison Check-in (continued)

Date	Time	Available	Liaison Initials	Comments
		☐ Yes ☐ No		
		☐ Yes ☐ No		
		☐ Yes ☐ No		
		☐ Yes ☐ No		
		☐ Yes ☐ No		
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