

DOUBLEFILL CODES

A code used in the PPDB System that identifies why more than one employee is filling one position. The acceptable codes are: B, E, J, L, M, P, T, or X.

CODE	DEFINITION
B	Indicates this employee occupies the base position of the doublefilled position.
E	The position establishment is pending the position inventory control (PICS) update.
J	Job share not exceeding 1.0 fte. (PB5D (P5) position record must be coded as job share)
L	To cover an employee on leave for any reason when a temporary appointment is not appropriate and a vacant position does not exist to address the workload need.
M	When approved and/or directed by Budget & Management to address budget issues.
P	Employee's occupying the position shall not exceed one FTE. (Employee Full/Part code must be 'P')
T	Short-term transitioning of employees into pending vacant positions for purposes of training.
X	Exempt from ORS Chapter 240