



DEPARTMENT OF CORRECTIONS
Human Resources



Title:	Alternate Methods of Filling Positions	DOC Policy: 20.4.11
Supersedes:		
Applicability: All Employees (where not in conflict with collective bargaining agreements).		
Directives Cross-Reference: OAR 105-40-050 and 105-40-070		
Rules:		

I. PURPOSE

To provide appointing authorities with an alternate method of filling positions in situations such as employee development, job sharing, short-term transitioning for training, pending position establishment or change, and to cover employees on leave under certain conditions.

II. POLICY

- A. A position may be underfilled with an individual in a lower salary range and classification when there is a reasonable expectation that the employee will meet minimum qualifications of the budgeted position classification within 24 months of appointment made from a certificate or within 12 months of a direct appointment consistent with DOC Policy 20.4.10. Upon meeting position qualification and performance requirements, the employee shall be reclassified to the budgeted level of the position. An employee underfilling shall be advised of the requirements necessary to qualify for reclassification to the budgeted position level.
- B. An appointing authority may employ two or more employees in a position as a doublefill for the following purposes:
1. 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;
 2. Short-term transitioning of employees into impending vacant positions for purposes of training;
 3. The position establishment is pending the Position Inventory Control System (PICS) update;
 4. When approved and/or directed by Budget and Management Division of DAS to address budget issues; and
 5. Job share not exceeding 1.0 FTE: Employees doublefilling positions shall meet the minimum qualifications of those positions and be appointed in

accordance with applicable recruitment and appointment rules, policies or collective bargaining agreements. The doublefill method of filling vacancies shall not be used to permanently increase legislatively authorized staffing levels.

- C. A position may be crossfilled to a different classification with an equal salary range number providing the position establishment or modification is pending the PICS update.

III. IMPLEMENTATION

This policy will be adopted immediately without further modification.