



DEPARTMENT OF CORRECTIONS
Human Resources



Title: Temporary Appointment	DOC Policy: 20.4.9
Supersedes: 08/05/03	
Applicability: Temporary Employees	
Directives Cross-Reference: Rules: State Policy 40.025.01	

I. PURPOSE

To establish the criteria for temporary appointments including pay, termination and complaint resolution.

II. POLICY

Temporary appointments may be made when an emergency, non-recurring or short-term program or workload need exists and filling or establishing a budgeted position is not appropriate or feasible. Accordingly:

- A. Supervisors shall document the need for a temporary appointment, identify the classification of work, certify that funding is available, identify the funding source and obtain the approvals of the Appointing Authority using the attached form, Temporary Appointment Request (CD 1226D).
- B. Temporary appointments shall first be offered to persons on applicable DOC layoff list(s) who meet the minimum qualifications for the job. If no qualified person is on the layoff list(s), the supervisor may use other recruitment sources determined to be appropriate and consistent with affirmative action practices.
- C. Temporary employees shall normally be paid at the first step of the unrepresented rate for the salary range of the work being performed unless an exception is appropriate and warranted. Supervisors authorizing a salary higher than the maximum of the unrepresented range shall document the rationale and send it to the Personnel Records Unit for filing in the central audit file. A former permanent employee who performs duties in the same classification under a temporary appointment may be paid the equivalent salary as that of the employee's permanent job.
- D. Temporary employees are not eligible for salary increases approved for permanent employees.
- E. Temporary employees shall be paid on an hourly basis at an hourly rate of pay.
- F. A temporary appointment made to fill in behind an employee on approved leave shall not exceed the period of the approved leave.

- G. A temporary appointment made to fill in behind an employee on approved leave shall not exceed the period of the approved leave.
- H. No other temporary appointment shall extend beyond the equivalent of 6 months (1,040 hours) in a 12-month period, unless an extension has been granted by the Department of Administrative Services under the terms and conditions of State Policy 40.025.01:
 - 1. The work to be performed continues and is the same work performed as at the time of the initial appointment; and
 - 2. No other reasonable means exists to meet the situation; and
 - 3. The supervisor will complete the Request to Extend Temporary Appointment form (CD 1412, attached), and submit to the DOC Assistant Director for Human Resources (or the Deputy Director) for signature with a copy of the original Conditions of Temporary Employment form (CD1008D). Once approved, the Assistant Director's office will submit the form to DAS for approval as required by state policy. The approved request is then submitted to the department's Personnel Records unit prior to the end date of the temporary appointment.
- I. A PERS retiree may work as a temporary employee up to 1,039 hours each calendar year without loss of retirement benefits.
- J. Temporary security personnel other than retirees or persons eligible for reemployment must be approved for hire through the department's central Recruitment Unit as meeting all of the minimum qualifications stated on the recruiting announcement for permanent appointment.
- K. The supervisor shall provide written notice to the employee of the Conditions of Temporary Employment (CD1008D) at the time of appointment and obtain the employee's understanding and signature on the attached form.
- L. A temporary employee who believes the department has violated any provision of ORS 240.309 may file a written complaint with the Employment Relations Board within 30 calendar days after the employee knew or should have known of the action being appealed.

III. IMPLEMENTATION

This policy shall be adopted immediately without further modification.

Certified: _____

Approved: _____