

SUBJECT: Definitions	NUMBER: 10.000.01
DIVISION: Human Resource Services Division	EFFECTIVE DATE: 10/08/08
APPROVED: Signature on file with Human Resource Services Division	

POLICY STATEMENT: This policy defines terms used throughout state human resource policies. Additional terms are defined within specific state human resource policies and by Oregon Administrative Rule 105-010-0000.

AUTHORITY: ORS 240.145; 240.250

APPLICABILITY: State human resource policies

ATTACHMENTS: None

DEFINITIONS:

- (1) **Abolishment/establishment:** simultaneous abolishment of a position and establishment of another position in a significantly different classification. Differs from reclassification primarily in that the new job is: (a) significantly different from the former one, usually requiring different knowledge and skills; or (b) the change is sudden and intentional, rather than the gradual evolution of a position.
- (2) **Administrator:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (3) **Agency:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (4) **Agency head:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (5) **Allocation:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (6) **Announcement:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (7) **Appointing authority:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (8) **Appointment:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (9) **Base pay:** an employee's regular monthly rate of pay.
- (10) **Benchmark:** see [Labor market benchmark](#).
- (11) **Benchmark positions:** [Positions evaluated by the Central Evaluation Team which include](#) agency heads, directors and executive secretaries of boards and commissions, and full-time board and commission members.
- (12) **Break in service:** a separation from employment of more than 15 calendar days.
- (13) **Bumping:** displacement of one employee by another qualified employee in layoff situations.
- (14) **Central Evaluation Team or CET:** the team, composed of agency and Department of Administrative Services staff, having responsibility to determine the relative value of work performed in each classification using the point factor of job evaluation [method](#).

- (15) **Certificate of eligibles or certificate:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (16) **Classification:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (17) **Classification plan:** All classifications adopted by the division, the classification specifications, and the procedures and policies for keeping the classifications current.
- (18) **Classification specification:** a document that specifies a class title, a general description, distinguishing features, characteristic duties, and a statement of minimum qualifications for a classification of state work.
- (19) **Classified service:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (20) **Comparability of the value of work:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (21) **Compensation plan:** the schedule of rates of pay for the various classes and titles in state service authorized by legislative action and adopted by the Division.
- (22) **Compensatory time:** paid time off instead of cash payment for overtime worked.
- (23) **Conciliation Service Division:** the Employment Relations Board's Conciliation Service.
- (24) **Confidential employee:** one who assists and acts in a confidential capacity to a person who formulates, determines, and effectuates management policies in the area of collective bargaining.
- (25) **Crossfill:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (26) **Custodian:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (27) **Delegate:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (28) **Demotion:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (29) **Department:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (30) **Deputy:** the deputy or deputies to each executive or administrative officer specified in ORS 240.200(1) and ORS 240.205(1), (2), and (3) who are authorized to exercise that officer's authority upon his or her absence.
- (31) **Direct appointment:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of the State.
- (32) **Director:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of the State.
- (33) **Disposition code:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (34) **Division:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (35) **Doublefill:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (36) **Executive service:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (37) **Exempt employee (FLSA):** an executive, administrative or professional employee, as defined by the Fair Labor Standards Act (FLSA), who is covered by that Act.
- (38) **Exempt service:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (39) **FLSA:** Federal Fair Labor Standards Act and implementing federal regulations.
- (40) **Flexible work schedule:** a work schedule which varies either the number of hours worked or the starting and stopping times on a daily basis, but not necessarily each day.
- (41) **Full-time:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (42) **Grievance (classified unrepresented employee):** a complaint based upon a [personnel](#) action taken by [management](#) alleged to be arbitrary, contrary to ORS, or taken for political reason.

- (43) **Hay evaluated salary range:** a range of pay that equates to the point value assigned to a classification by the Central Evaluation Team using the Hay Method.
- (44) **Hay Method:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (45) **Hay Method of Job Evaluation:** the Hay Guide Chart-Profile method of job evaluation. A quantitative method of job evaluation that utilizes a point factor approach to determine the relative value of work.
- (46) **Human resource management:** the procurement, development, utilization, and maintenance of the workforce.
- (47) **Initial appointment:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (48) **Injured worker:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (49) **Intermittent work schedule:** a work schedule based upon assigned work being available only on an irregular basis or a schedule that [the employer](#) has established in accordance with [HR State Policy 60.000.15](#) Family and Medical Leave.
- (50) **Irregular work schedule:** a work schedule with the same starting and stopping times such as on four 10-hour days.
- (51) **Job-sharing position:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (52) **Job rotation:** performance by an employee of a different work assignment, on a nonpermanent basis, for an agreed-to-period of time.
- (53) **Labor Market Benchmark:** classifications or positions with characteristics that can be compared with jobs in the labor market. Generally they represent occupations or organizational levels important to the employer. Market benchmarks are used to assess compensation competitiveness in the appropriate labor market.
- (54) **Layoff:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (55) **Leadwork:** on a recurring daily basis, an employee is assigned the following duties: (1) Prioritize and assign tasks to efficiently complete work; (2) give direction to workers concerning work procedures and performance standards; (3) review the completeness, accuracy, quality and quantity of work; and (4) provide informal feedback of employee performance to the supervisor.
- (56) **Limited classification:** an obsolete classification that [the division](#) has removed from the list of available classifications and is planned for abolishment.
- (57) **Limited-competitive appointment:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (58) **List:** a statewide injured worker list, agency layoff list, statewide reemployment layoff list, statewide promotion list, agency promotion list, statewide transfer list or open competitive list containing the names of persons eligible for employment. See Administrative Rule [105-040-0010](#).
- (59) **Management service:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (60) **Managerial employee:** an employee of the State of Oregon who is delegated the authority to formulate and carry out management decisions or who represents management's interest by taking or effectively recommending discretionary actions that control or implement employer policy and who has discretion in the performance of these management responsibilities beyond the routine discharge of duties. A managerial employee need not act in a supervisory capacity in relation to other employees.
- (61) **Maximum salary rate:** the top step or highest rate of pay in the salary range to which a classification is assigned.
- (62) **Merit increase:** a salary increase awarded to an employee whose performance equals or exceeds the established standards.

- (63) **Merit pay system:** allows for the orderly progression of an employee's pay from the established minimum to the maximum of the salary range based on documented meritorious performance.
- (64) **Minimum qualifications:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (65) **Minimum salary rate:** the first step or lowest rate of pay in the salary range to which a classification is assigned.
- (66) **Misallocation:** an error in the allocation of a position, an employee, or both, to the classification system. Also see Reallocation.
- (67) **Non-exempt employee (FLSA):** employee covered by the Fair Labor Standards Act (FLSA).
- (68) **Official representative:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (69) **Official representative:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (70) **Part-time:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (71) **Part-time employee:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (72) **Performance evaluation:** a process designed to review and rate employee work performance.
- (73) **Permanent position:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (74) **Personnel action:** any documented action taken which affects an employee or position.
- (75) **Personnel file:** the official documents and materials related to an individual employee.
- (76) **Position:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (77) **Position description:** PD Form 122 which describes, for each position, its duties, authorities and responsibilities assigned by management, and identifies the essential functions of the job.
- (78) **Preference:** preference over all applicants for an available and suitable position in an appropriate agency of the state executive branch except for (1) other injured worker and (2) employees entitled to appointment to the position pursuant to the terms of a collective bargaining agreement entered prior to October 3, 1989.
- (79) **Principal assistant:** part of unclassified service as defined in ORS 240.205(4). See also State HR Policy 40.055.01.
- (80) **Promotion:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (81) **Public record:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (82) **Reallocation:** the change of a position or employee from one classification to another classification due to class plan revision.
- (83) **Reclassification:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (84) **Reclassification downward:** the change of a position, an employee, or both, from one classification to another classification with a lower salary range.
- (85) **Reclassification equal:** the change of a position, an employee, or both, from one classification to another classification with the same salary range.
- (86) **Reclassification upward:** the change of a position, an employee, or both, from one classification to another classification with a higher salary range.
- (87) **Recognition program:** a program which provides awards or other recognition to employees based on performance or personal achievement.
- (88) **Recognized service date:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (89) **Recruitment:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.

- (90) **Red-circle:** a term sometimes used to refer to a procedure in which an employee's previous rate of pay above the top step of a new salary range is retained, provided the employee remains in the reclassified position until the rate is equal to or exceeded by the top step of the new salary range.
- (91) **Reemployment:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (92) **Regular employee:** an employee who completes a specified trial service period following appointment to a position in the classified unrepresented or management service.
- (93) **Regular status:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (94) **Regular work schedule:** a work schedule of eight hours per day, 40 hours per week.
- (95) **Related list:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (96) **Represented position:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (97) **Resignation:** a voluntary separation from state service.
- (98) **Salary eligibility date:** the date an employee is eligible for consideration for a merit increase.
- (99) **Salary range:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (100) **Salary range number:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (101) **Salary step:** a number assigned to each rate of pay within a salary range, normally beginning with step 1 for the lowest rate and increasing in numerical sequence within the salary range.
- (102) **Seasonal position:** a position, as defined in ORS 240.425, which occurs, terminates, and recurs periodically and regularly regardless of its duration.
- (103) **Seasonal service position:** a period of service encompassing a complete season as designated by an appointing authority.
- (104) **Service credit:** a numerical computation taking into account length of service or merit rating, or combination of both, used to determine order of individual employee layoff.
- (105) **Skill code:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.
- (106) **Special salary increase:** an unscheduled salary increase awarded to employees for extraordinary performance or for other valid reasons.
- (107) **Supervisory employee:** any individual delegated the authority in the interest of the employer to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or responsibility to direct them, or to adjust their grievances or effectively recommend such action, if the exercise of such authority is not of a merely routine or clerical nature but requires the use of independent judgment. Failure to assert supervisory status in an Employment Relations Board proceeding or in negotiations for any collective bargaining agreement shall not prevent assertion of supervisory status in any subsequent board proceeding or contract negotiation. No nurse, charge nurse or similar nursing position shall be deemed to be supervisory unless such position has traditionally been designed as supervisory.
- (108) **Team leader:** plans for the needs of a team, such as deciding methods to accomplish work, timelines, priorities, resources needed and training necessary. They coordinate schedules for team projects, develop technical standards and monitor work for compliance.
- (109) **Temporary interruption of employment:** a planned interruption of employment, not exceeding 15 continuous days, caused by lack of work, budget deficit, or other unexpected or unusual reasons or an unplanned interruption caused by environmental or other reasons.
- (110) **Temporarily restricted injured worker:** an injured worker who is reasonably expected to fully recover and is released by a health care practitioner to return to a light duty assignment prior to return to the worker's pre-injury position.
- (111) **Termination:** see HRSD Permanent Rule [105-010-0000](#) as published by the Secretary of State.

- (112) **Test:** see HRSD Permanent Rule 105-010-0000 as published by the Secretary of State.
- (113) **Transfer:** see HRSD Permanent Rule 105-010-0000 as published by the Secretary of State.
- (114) **Trial Service:** see HRSD Permanent Rule 105-010-0000 as published by the Secretary of State.
- (115) **Unclassified service:** see HRSD Permanent Rule 105-010-0000 as published by the Secretary of State.
- (116) **Underfill:** see HRSD Permanent Rule 105-010-0000 as published by the Secretary of State.
- (117) **Unrepresented position:** see HRSD Permanent Rule 105-010-0000 as published by the Secretary of State.
- (118) **Voluntary demotion:** movement of an employee to a position in a classification with a lower salary range, not necessitated by layoff circumstances and not reflecting discredit on the employee.
- (119) **Workday:** a period within 24 consecutive hours.
- (120) **Workweek:** generally, a fixed and regular recurring period of 168 hours during seven consecutive 24-hour periods, or as otherwise allowed by the FLSA.
- (121) **Work out of class:** a temporary assignment of an employee to perform essentially all of the duties, authority, and responsibilities of a position classified at a higher salary level.