

## 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.

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