



# Oregon

Kate Brown, Governor

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## MEMORANDUM

**To:** Agency Human Resources Managers

**From:** Madilyn Zike, Chief Human Resources Officer

**Date:** November 5, 2015

**Subject:** Policy for Review and Comment – State HR Policy (no number assigned yet)  
Limited Duration Appointments

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We invite your agency to review and comment on a new brand new policy – Limited Duration Appointments (non-represented appointments only). Please share this information with HR staff in your agency and collect their comments.

We will also be drafting FAQs as a policy attachment, so any questions about the policy would be appreciated. The goal is to have the policy and FAQs published and effective February 1, 2016.

At the November 4<sup>th</sup> HR Directors' Meeting it was discussed that DAS will do a mass update of all management service, classified unrepresented and unclassified service limited duration appointments in the system to reflect an "A" code. This code denotes a non-status appointment and will replace the T/R code which currently populates when an LD is entered.

The policy is attached and can also be viewed on the CHRO Policy Unit's [website](#).

Please send your compiled comments to our policy email box at [CHRO.Policy@oregon.gov](mailto:CHRO.Policy@oregon.gov) by November 23, 2015. Questions about the changes should be directed to Susan Hoeye at [susan.e.hoeye@oregon.gov](mailto:susan.e.hoeye@oregon.gov) or 503-378-8301.