



Oregon

Kate Brown, Governor

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MEMORANDUM

Transmittal 187

To: Agency Human Resources Managers

From: Madilyn Zike, Chief Human Resources Officer

Date: March 1, 2016

Subject: New Policy – Limited Duration Appointments
OAR Update – Repeal Limited Duration language

The CHRO Policy Unit has a new State HR Policy – Limited Duration Appointments 40.025.02. The policy is effective March 1, 2016. Please note this policy applies to classified unrepresented and management service only.

The following summarizes the primary updates and clarifications:

- Limited duration (LD) appointments are non-status (“A” code) and serve no trial service period.
- Agency directors may now continue LD appointments as long as the appointment remains in the same classification and is for the purpose initially funded.
- When an appointment starts, staff will enter an “A” code into the status field for all classified unrepresented and management service LDs. PPDB will run a mass update to change all current codes to “A”.
- LDs are eligible for reemployment rights.
- LDs are eligible to apply for all statewide positions or agency promotional opportunities.

We have also updated the LD agreement and added it as an attachment to the policy. The agreement is for both represented and non-represented LD appointments. Please begin using this agreement immediately.

You can find the new policy and agreement on our policy [page](#).

Emergency temporary rules are in place repealing the LD language in OAR 105-040-0040(1)(d), Types of Appointments and OAR 105-040-0065(3)(c), Management Service Trial Service Period.

Finally an FAQ will be posted to CHRO’s [website](#) shortly. This will hopefully address all of your questions. If not, please call Susan Hoeye at 503-378-8301.