

MEMORANDUM

Transmittal 192

To: Agency Human Resources Manager

From: Madilyn Zike, Chief Human Resources Officer

Date: July 1, 2016

Subject: Administrative Rules and Policy Updates

We have revised the HR administrative rules division 10, 20, 40, 50 and updated or created associated policies. The following summarizes the changes:

Administrative Rules

Repealed

There are no statutory requirements to maintain administrative rules for the subjects listed below. Language was moved to or exists in state-wide policy.

- OAR 105-010-0000 Definitions Applicable Generally to Personnel Rules and Policies
- OAR 105-010-0011 Human Resource Services Division Public Records
- OAR 105-010-0016 Public Disclosure
- OAR 105-040-0010 Recruitment and Selection Process
- OAR 105-040-0020 Types and Order of Applicant Lists
- OAR 105-040-0030 Use of Applicant Lists
- OAR 105-040-0040 Types of Appointments
- OAR 105-040-0050 Direct Appointment
- OAR 105-040-0065 Management Service Trial Service Period
- OAR 105-040-0070 Alternate Methods of Filling Positions
- OAR 105-040-0080 Reemployment
- OAR 105-050-0006 Smoke Free Workplace

Amended

All amendments contain general language clean up and updates statutory references. Other changes are noted below.

- OAR 105-020-0001 Comparability of Work
 - Clarifies language about applicability
 - Adds definitions
- OAR 105-020-0015 “Pick up” of Employee Contributions to Retirement
- OAR 105-040-0001 Equal Employment Opportunity and Affirmative Action
- OAR 105-050-0003 Alcohol and Controlled Substance Testing of Employees Having Commercial Driver’s License
 - Federal references updated
- OAR 105-050-0004 Drug Testing of Final Applicants for Certain State Classifications/Positions

- Federal references updated
- OAR 105-050-0025 Injured Worker Preference for Light Duty Assignments
- OAR 105-050-0030 Injured Worker Preference for Entry-Level Positions

Policies

Revised

All updates contain general grammar and language clean up. Other updates are noted below.

- 10-000-01 Definitions
 - Updates policy statement
 - Adds new definitions not previously cited in policy or administrative rule
 - Adds definitions previously referenced in administrative rule, OAR 105-010-0000 Definitions
- 10-011-01 Personnel Records
 - Policy title
 - Reorganized to address three specific areas
 - Add additional employee records language
 - Removed specific retention guidelines, provides OAR references
 - Adds storage of medical records
 - Adds transferring of records between agencies
 - Add statutory references and deletes OAR reference regarding public records

New

- 40-010-02 Recruitment and Selection
 - Moves language from administrative rules to policy addressing recruitment, selection, applicant lists, types of appointments and methods of filling positions
- 40-080-01 Reemployment
 - Moved from administrative rule to policy

Rescinded

- 40-010-01 Recruitment and Selection Records Retention
 - Language was moved to 40-010-02 Recruitment and Selection policy

Please note: Many of the state-wide policies have references to OAR 105-010-0000 Definitions Applicable Generally to Personnel Rules and Policies, which has now been repealed. The references will be updated as policies are revised.

Updates are currently being made to the CHRO's [web page](#) to reflect all changes referenced above. The documents have been attached for your convenience.

Please call or email the CHRO Policy Unit if you have any questions.