MEMORANDUM

To: Agency Human Resources Staff

From: Madilyn Zike, CHRO

Date: February 1, 2019

Subject: State HR Policy Review and Final Revisions

The Chief Human Resources Office, Policy Unit completed a review of all statewide human resources policies. All addendums are incorporated into the appropriate policies. Many thanks to all who provided feedback. The revisions are as follows:

**Policies with significant revisions or change in practice:**

**10.000.01 Human Resource Definitions**
- Update definitions to current standards incorporating Workday terminology and remove obsolete terms

**10.025.01 Audit of Human Resource Practices**
- New policy outlines CHRO’s authority to investigate violations of policy, rule or law
- Includes investigations toolkit as an attachment

**10.040.01 Statewide Employee Training**
- New policy created pursuant to Executive Oregon 17-08
- Outlines statewide training expectations and requirements

**20.005.10 Pay Practices (w Pay Equity Appeal Procedure)**
- Separate differentials into stand-alone policy
- Incorporate pay equity language throughout the policy
- Create Pay Appeal Procedure as an attachment
- Include pay equity definitions
- Address pay procedures for job rotations

**20.005.11 Pay Differentials**
- Create new stand-alone policy
• Incorporate all addendums

40.010.02 Recruitment and Selection
• Update language to current recruitment direction and practices
• Add language that the CHRO will conduct recruitments for agency heads
• Update toolkit and resources

40.045.01 Transfers
• Remove language regarding statewide and voluntary transfers

40.055.03 Veterans’ Preference in Employment
• Add language to clarify preference is applied whenever there is a competitive selection process (including rotations, developmental opportunities and temporary appointments)

40.065.01 Trial Service Period
• Add language regarding extension of trial service

50.030.01 Restoration of Removed Management Service Employees
• Update language to reflect statutory change of restoration now at agency’s sole discretion no longer a statutory mandate

60.000.01 Sick Leave with Pay
• Remove ORS 173.005
• Remove required posting
• Remove language regarding transfer of sick leave hours for temporary employees
• Remove redundant language
• Remove FAQs

60.000.05 Vacation Leave
• Update amount paid upon transfer.

60.000.10 Special Leaves with Pay
• Update language regarding personal business leave

60.000.15 Family and Medical Leave
• Update language regarding recoverable insurance payments

60.010.01 Holiday Leave with Pay
• Replace “legal” with “paid”
• Remove Special Day of Leave

60.025.01 Donated Leave
• Update language regarding leave donated between agencies
70.000.02 Management Service Discipline and Dismissal/Removal
- Incorporate new restoration language based on statutory change
- Update language for disciplinary notices
- Remove obsolete restoration language
- Expand who can attend meetings with employee

70.005.02 Classified Unrepresented Discipline and Dismissal
- Expand who can attend meetings with employee

Oregon Administrative Rule Amended due to PERS change:

OAR 105-020.0015 Employee Contributions and Limitations to Retirement
- Delete language related to employer pick-up
- Add language relating to IRC salary cap
- Change from employer pick-up to employee contribution

Policies and Oregon Administrative Rule repealed due to redundancy or obsolete:

10.030.03 Support of Employee Participation in Mentoring Program
- Redundant – already provided for in various leaves

40.025.05 School-to-Work Career-Related Training
- Redundant – internship program

40.055.01 Appointment to the Unclassified Executive Service
- Redundant – covered in Recruitment and Selection policy

50.045.01 Employee Development & Implementation of Oregon Benchmarks for Workforce Development
- Redundant – new training policy

50.080.01 Oregon Health Insurance Exchange Transition
- Obsolete

OAR 105-040-0015 Veterans’ Preference in Employment
- Redundant – appropriate language moved into policy

The remainder of the statewide human resources policy changes update templates, update to a consistent format, correct grammatical errors, incorporate addendums or minor updates with little to no impact.

We will begin loading the policies onto the CHRO’s policy page today.