



# Oregon

Kate Brown, Governor

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## MEMORANDUM

**To:** Agency Human Resources Staff

**From:** Madilyn Zike, CHRO

**Date:** February 1, 2019

**Subject:** State HR Policy Review and Final Revisions

**TRANSMITTAL 207**

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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**

- Reissue policy as “Investigations of Human Resource Management 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.