



# Oregon

Kate Brown, Governor

## Department of Administrative Services

Chief Human Resources Office

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### MEMORANDUM

### TRANSMITTAL 215

**To:** Agency Human Resources Managers

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

**Date:** November 19, 2021

**Subject:** Policy Update

The CHRO has made changes to the policies listed below. Please share this information with staff in your agency.

The policies are attached and will be available shortly online on the CHRO Policy Unit's website.

The following summarizes the changes:

#### **Sick Leave Policy 60.000.01**

- Removed the limitation of accruing no more than 96 sick leave hours in a calendar year.

#### **Definitions Policy 10.000.01 (changes in red)**

- Corrected the definition of **Reallocation**: the change of a position or employee from one classification to another classification due to class plan revision or **to correct a misallocation**.
- Updated the definition of Personnel File and added Personnel Records to the policy based on the move to Workday.
  - **Personnel file**: **individual employee documents as defined in OAR 166-300-0040(9)**.
  - **Personnel records**: the official documents and materials related to an individual employee.
- Updated the definition of Permanent Appointment to clarify a permanent appointment is related to the employee, and not tied to the status of a position number - **Permanent appointment**: the **permanent** appointment of a person **into a position** ~~to a permanent position~~.

November 19, 2021

Page 2

**Performance Management Process Policy 50.035.01**

- Rewritten to reflect the Performance and Accountability Feedback model for TOMP.

If you have questions, please contact CHRO Policy Unit via email at [CHRO.Policy@oregon.gov](mailto:CHRO.Policy@oregon.gov)