

SUBJECT: Definitions	NUMBER: 10-000-01
DIVISION: Chief Human Resources Office	EFFECTIVE DATE: 7/1/2016
APPROVED:	

POLICY STATEMENT: This policy defines terms used throughout policies maintained by the Chief Human Resources Office. Additional terms are defined within specific state human resources policies.

AUTHORITY: ORS 240.145; 240.250

APPLICABILITY: All State HR Policies unless otherwise defined in specific policies.

ATTACHMENTS: None

DEFINITIONS:

- (1) **Abolishment/establishment:** simultaneous abolishment of a position and establishment of another position in a significantly different classification. Differs from reclassification primarily because the new job is: significantly different from the former one, usually requiring different knowledge and skills; or the change is sudden and intentional, rather than the gradual evolution of a position.
- (2) **Academic year appointment:** appointment of a person to a position which generally conforms to the academic year of mid-September to mid-June.
- (3) **Administrator:** the Chief Human Resources Officer or the Chief Human Resources Office (CHRO), of the Department of Administrative Services (DAS).
- (4) **Agency:** any department, division, independent board, council, bureau, institution or commission; all the positions which are under the same appointing authority; and a distinct entity for which a separate budget limitation or agency number is maintained.
- (5) **Agency head:** an elected or appointed officer with the authority and responsibility to manage and operate a state agency and is accountable for appropriate outcomes.
- (6) **Allocation:** assignment of a position to a classification.
- (7) **Appointing authority:** as defined in ORS 240.015(2).
- (8) **Appointment:** the hiring of a person into state service.
- (9) **Base pay:** an employee's regular monthly rate of pay.
- (10) **Benchmark positions:** positions evaluated by the Central Evaluation Team (CET), including:
 - (a) agency heads,

- (b) directors and executive secretaries of boards and commissions, and
- (c) fulltime board and commission members.
- (11) **Break in service:** a separation from employment of more than 15 calendar days.
- (12) **Bumping:** displacement of one employee by another qualified employee in layoff situations.
- (13) **Central Evaluation Team (CET):** the team composed of agency and DAS staff, having responsibility to determine the relative value of work performed in each classification using the “point factor of job evaluation” method.
- (14) **Classification:** as defined in ORS 240.015.
- (15) **Classification plan:** all classifications adopted by CHRO, the classification specifications, and the procedures and policies for keeping the classifications current.
- (16) **Classification specification:** a document that specifies:
 - (a) a class title,
 - (b) a general description,
 - (c) distinguishing features,
 - (d) characteristic duties, and
 - (e) a statement of minimum qualifications for a classification of state work.
- (17) **Classified service:** as defined in ORS 240.210.
- (18) **Comparability of the value of work:** as defined in ORS 292.951.
- (19) **Compensation plan:** the schedule of rates of pay for the various classes and titles in state service authorized by legislative action and adopted by CHRO.
- (20) **Compensatory time:** paid time off instead of cash payment for overtime worked.
- (21) **Conciliation Service Division:** a program of the Employment Relations Board.
- (22) **Confidential employee:** as defined in ORS 243.650(6).
- (23) **Crossfill:** the appointment of an employee to a position in a different classification in the same salary range number.
- (24) **Delegate:** authorization for agencies to assume responsibility for designated CHRO functions.
- (25) **Demotion:** voluntary or involuntary movement of an employee, except temporary employees, from a position in one classification to a position in another classification having a lower salary range.
- (26) **Deputy:** the deputy or deputies of each executive or administrative officer specified in ORS 240.200(1) and ORS 240.205(1), (2), and (3) who are authorized to exercise that officer’s authority upon his or her absence.
- (27) **Developmental assignment:** a reassignment of duties providing an employee opportunity to obtain skills and experience in order to meet the minimum qualifications and/or special requirements for classifications at a higher salary range.
- (28) **Direct appointment:** an alternate appointment of an applicant as defined in ORS 240.306(5)(b).
- (29) **Director:** the Director of DAS.

- (30) **Disabled veteran:** as defined in ORS 408.225.
- (31) **Disposition code:** a standardized code assigned by an appointing authority or designee to an applicant on a referral list. The code identifies the action taken if their name is inactivated or removed from a list.
- (32) **Doublefill:** the filling of a position with two or more employees, which exceeds the funding for the position and is not a job share.
- (33) **Eligible list:** a list of candidates qualified for a position.
- (34) **Employment lists:** eligible lists used as part of a recruitment process to fill vacancies include:
 - (a) a statewide injured worker list,
 - (b) agency layoff list,
 - (c) statewide reemployment layoff list,
 - (d) statewide promotion list,
 - (e) agency promotion list,
 - (f) agency transfer list, or
 - (g) competitive list containing the names of persons eligible for employment.
- (35) **Exempt employee:** an executive, administrative or professional employee, as defined by the Fair Labor Standards Act (FLSA), not eligible for overtime.
- (36) **Exempt service:** as defined in ORS 240.200.
- (37) **FLSA:** Federal Fair Labor Standards Act and implementing federal regulations.
- (38) **Flexible work schedule:** a work schedule which varies either the number of hours worked or the starting and stopping times on a daily basis, but not necessarily each day.
- (39) **Full-time:** a work schedule of normally 40 hours during the assigned work week or any average of 40 hours per week over the course of a monthly pay period.
- (40) **Geographic relocation or transfer:** a relocation or transfer to a new work site at least 50 miles farther from the employee's former residence than the old work site was from the residence. Example: if the old work site was three miles from the former residence, the new work site must be at least 53 miles from the former residence.
- (41) **Grievance; classified unrepresented, management, unclassified and exempt service employee:** a written notice or appeal of a personnel action taken by management alleged to be arbitrary, contrary to law or taken for political reasons.
- (42) **Hay Method:** the Hay Guide Chart Profile Method of job evaluation.
- (43) **Human resource management:** the procurement, development, utilization, and maintenance of the workforce.
- (44) **Initial appointment:** the first time an employee is appointed to a position in state service or the appointment of a former employee whose reemployment eligibility or layoff rights have expired, excluding temporary employees.
- (45) **Injured worker:** an employee who sustained an injury:
 - (a) while employed in an Executive Branch agency,

- (d) determined to be compensable pursuant to ORS Chapter 656, and
- (c) has not exercised or waived reinstatement and reemployment rights pursuant to ORS 659A.043 and 659A.046.
- (46) **Intermittent work schedule:** a work schedule based upon assigned work being available only on an irregular basis or a schedule the employer established in accordance with State HR Policy 60.000.15 Family and Medical Leave.
- (47) **Irregular work schedule:** a work schedule with the same starting and stopping times such as on four 10-hour days.
- (48) **Job family:** a specific field of work or study existing within a broader occupational group.
- (49) **Job posting:** a written notice of a recruitment which includes;
 - (a) summary of job duties;
 - (b) minimum qualifications from the classification specifications;
 - (c) any special qualifications;
 - (b) salary;
 - (c) application deadline, if applicable; and,
 - (d) any supplemental questions; or
 - (e) additional application requirements and instructions.
- (50) **Job rotation:** performance by an employee of a different work assignment, by mutual agreement, on a non-permanent basis, for an agreed-to-period of time.
- (51) **Job-sharing position:** as defined in ORS 240.015.
- (52) **Labor market benchmark:** classification of positions with characteristics that can be compared with jobs in the labor market.
 - (a) Generally they represent occupations or organizational levels important to the employer.
 - (b) Market benchmarks are used to assess compensation competitiveness in the appropriate labor market.
- (53) **Layoff:** a reduction in force due to lack of work, curtailment of funds or reorganization, except for reasons specified in ORS 240.555.
- (54) **Leadwork:** on a recurring daily basis, an employee is assigned the following duties:
 - (a) prioritize and assign tasks to efficiently complete work;
 - (b) provide direction to workers concerning work procedures and performance standards;
 - (c) review the completeness, accuracy, quality and quantity of work; and
 - (d) provide informal feedback of employee performance to the supervisor.
- (55) **Limited-competitive appointment:** an appointment to a non-competitive classification made by limiting the competition for appointment to economically disadvantaged persons.
- (56) **Limited duration:** a position established in an agency's budget for a study, project or workload need not to exceed two years.
- (57) **Limited duration appointment:** a non-status appointment to meet workload needs.

- (58) **Management service:** as defined in ORS 240.212.
- (59) **Managerial employee:** as defined in ORS 243.650(16).
- (60) **Maximum salary rate:** the top step or highest rate of pay in a classification's salary range.
- (61) **Merit increase:** a salary increase awarded to an employee whose performance equals or exceeds the established standards.
- (62) **Merit pay system:** allows for the orderly progression of an employee's pay from the established minimum to maximum of the salary range based on documented meritorious performance.
- (63) **Minimum qualifications:** the minimum experience, training, knowledge and skill necessary for admission to a test or for successful entry and performance in a classification or position.
- (64) **Minimum salary rate:** the first step or lowest rate of pay in a classification's salary range.
- (65) **Misallocation:** an error in the allocation of a position, an employee, or both, to the classification system.
- (66) **Non-competitive appointment:** an appointment to a non-competitive classification made by an appointing authority.
- (67) **Non-exempt employee:** an overtime-eligible employee covered by the FLSA.
- (68) **Non-status appointment:** an at-will appointment to a position with no trial service. The employee may be terminated at any time for any reason unless otherwise protected by law.
- (69) **Occupational group:** a broad field of work or study consisting of multiple related job families.
- (70) **Official representative:** any person designated or authorized by an employee to act on behalf of the employee in employment matters.
- (71) **Overfill:** the employment of a person in a classification higher than the established classification level of the position.
- (72) **Part-time:** means an assigned work schedule less than full time.
- (73) **Part-time employee:** an employee who works less than full time.
- (74) **Performance evaluation:** a process designed to review and rate employee work performance by management.
- (75) **Permanent appointment:** the appointment of a person to a permanent position.
- (76) **Permanent position:** a full time or part-time position normally expected to last indefinitely subject to availability or permanent funding.
- (77) **Personnel action:** any documented action taken which affects an employee or position.
- (78) **Personnel file:** the official documents and materials related to an individual employee.
- (79) **Position:** a group of duties, authorities and responsibilities assigned to a position by an appointing authority.
- (80) **Position description:** A form established by CHRO which describes, for each position, its duties, authorities and responsibilities assigned by management, and identifies the essential functions of the job.
- (81) **Preference:** preference over all applicants for an available and suitable position in an appropriate agency of the state Executive Branch except for:
 - (a) injured worker, and

(b) employees entitled to appointment to the position pursuant to the terms of a collective bargaining agreement entered prior to October 3, 1989.

- (82) **Principal assistant:** part of unclassified service as defined in ORS 240.205(4).
- (83) **Promotion:** the movement of an employee, except temporary employees, from a position in one classification to a position in another classification having a higher salary range number.
- (84) **Protected classes:** those characteristics of people afforded protection under Title VII of the Civil Rights Act, federal and state law.
- (85) **Public record:** any record containing information relating to the conduct of the public's business which is prepared, owned, used or retained by CHRO or other agency.
- (86) **Reallocation:** the change of a position or employee from one classification to another classification due to class plan revision.
- (87) **Reasonable accommodation:** as defined in ORS 659A.118.
- (88) **Reclassification:** a classification change based on assignment of significantly different duties with continuation of the same general knowledge and skill requirements. The change in duties usually occurs gradually over a period of time and results in a change to lower or higher classification.
- (89) **Reclassification downward:** the change of a position, an employee, or both, from one classification to another classification with a lower salary range.
- (90) **Reclassification equal:** the change of a position, an employee, or both, from one classification to another classification with the same salary range.
- (91) **Reclassification upward:** the change of a position, an employee, or both, from one classification to another classification with a higher salary range.
- (92) **Recognition program:** a program which provides awards or other recognition to employees based on performance or personal achievement.
- (93) **Recognized service date:** the date reflecting an employee's time in state service, with appropriate adjustment, to determine the employee's vacation accrual rate.
- (94) **Recruitment:** a process to solicit a pool of qualified applicants to fill current position vacancy or potential position vacancy.
- (95) **Red-circle:** a procedure in which an employee's previous rate of pay above the top step of a new salary range is retained, provided the employee remains in the reclassified position until the rate is equal to or exceeded by the top step of the new salary range. A red-circled salary does not receive cost of living increases.
- (96) **Reemployment:** the return of a former state employee, excluding temporary employees:
 - (a) within two years from the date of separation in good standing,
 - (b) return from layoff,
 - (c) return from demotion, or
 - (d) return following downward reclassification
- (97) **Referral list:** a list of candidates who meet the minimum qualifications of a specific classification.

- (98) **Related list:** a list for a comparable, higher, lower or equal class containing names of applicants who have knowledge, skills and abilities similar to those required for the vacant position and who have been tested in a manner reasonably measuring their ability to perform the duties of the vacant position.
- (99) **Regular employee:** an employee who completes a specified trial service period following appointment to a position in the classified unrepresented or management service.
- (100) **Regular status:** status given to a management service or classified unrepresented employee upon successful completion of a designated trial service period.
- (101) **Regular work schedule:** a work schedule of eight hours per day, 40 hours per week.
- (102) **Representation code:** a code comprised of three to four characters used to identify a position belonging to a particular employment statutory category, type of state service and assignment to a labor organization.
- (103) **Represented position:** a position represented by a labor union or association.
- (104) **Resignation:** a voluntary separation from state service.
- (105) **Salary eligibility date:** the date an employee is eligible for consideration for a merit increase.
- (106) **Salary range:** a range of pay established for each classification, normally including a minimum rate, a maximum rate and intermediate rates or salary steps.
- (107) **Salary range number:** the number, along with any alphabetical suffix character, which identifies salary relationship among a classification within compensation plans.
- (108) **Salary step:** a number assigned to each rate of pay within a salary range, normally beginning with step 1 for the lowest rate and increasing in numerical sequence within the salary range.
- (109) **Seasonal appointment:** the appointment of a person to a position which occurs, terminates and recurs periodically or regularly.
- (110) **Seasonal position:** a position, as defined in ORS 240.425, which occurs, terminates, and recurs periodically and regularly regardless of its duration.
- (111) **Seasonal service position:** a period of service encompassing a complete season as designated by an appointing authority.
- (112) **Service credit:** a numerical computation taking into account length of service or merit rating, or combination of both, used to determine order of individual employee layoff.
- (113) **Skill code:** a code assigned to a special qualification for use in selective certification.
- (114) **Special merit increase:** a one step, unscheduled, salary increase awarded to employees for extraordinary performance or for other valid reasons.
- (115) **Special qualifications:** qualifications added to minimum qualifications necessary at the time of appointment based on specific duties of the position to be filled which may include but are not limited to bilingual skills or, licenses, permits and certifications required by law.
- (116) **Supervisory employee:** as defined in ORS 243.650(23).
- (117) **Temporary appointment:** the non-status appointment of a person for the purposes of meeting emergency, nonrecurring or short-term workload needs of an agency. A temporary employee shall be exempt from all provisions of the State Personnel Relations Law and Administrative Rules except where noted.

- (118) **Temporarily restricted injured worker:** an injured worker who is reasonably expected to fully recover and is released by a health care practitioner to return to light duty assignment prior to return to the worker's pre-injury position.
- (119) **Termination:** the involuntary separation of an employee from state service.
- (120) **Test:** any method of giving a rating to a job applicant or of selecting from among the applicants on an eligible list.
- (121) **Transfer:** the lateral movement of an employee, excluding temporary employees:
 - (a) from one position to another position in the same classification, or
 - (b) from a position in one classification to a position in another classification with the same salary range number.
- (122) **Trial service:** the final phase of the hiring process when an employee is required to demonstrate, by conduct and actual performance of duties, the qualification and fitness for the position.
- (123) **Unclassified "Executive" service:** as defined in ORS 240.205.
- (124) **Underfill:** the employment of a person in a classification lower than the established classification level of the position.
- (125) **Unrepresented position:** a position eligible for official representation by a union or association, but for which representation has not been elected.
- (126) **Veteran:** as defined in ORS 408.225.
- (127) **Voluntary demotion:** movement of an employee to a position in a classification with a lower salary range, not necessitated by layoff circumstances and not reflecting discredit on the employee.
- (128) **Workday:** a period within 24 consecutive hours.
- (129) **Workweek:** generally, a fixed and regularly recurring period of 168 hours during seven consecutive 24-hour periods, or as otherwise allowed by FLSA.
- (130) **Work out of class:** a temporary assignment of an employee to perform essentially all of the duties, with authority and responsibilities of a position classified at a higher salary level.