



DEPARTMENT OF CORRECTIONS  
Human Resources



<b>Title:</b>	<b>Alternate Methods of Filling Positions</b>	<b>DOC Policy: 20.4.11</b>
<b>Effective:</b>	<b>12/15/10</b>	<b>Supersedes: 7/15/98</b>
<b>Applicability:</b>	<b>All Employees (where not in conflict with collective bargaining agreements)</b>	
<b>Directives Cross-Reference: OAR 105-040-050 and OAR 105-040-070</b>		
<b>Attachments: None</b>		

**I. PURPOSE**

To provide appointing authorities with an alternate method of filling positions in situations such as employee development, job sharing, short-term transitioning for training, pending position establishment of change, and to cover employees on leave under certain conditions.

**II. DEFINITIONS**

**III. POLICY**

The Department has adopted the following Department of Administrative Services (DAS), Human Resource Services Division (HRSD) policy:

[Policy Number: 105-040-0070](#)

**IV. IMPLEMENTATION**

This policy will be adopted immediately without further modification.

Certified: Signature on File  
Birdie Worley, Rules Coordinator

Approved: Signature on File  
Mitch Morrow, Deputy Director