



**DEPARTMENT OF CORRECTIONS
Human Resources**



Title:	Types of Appointments to DOC Positions	DOC Policy: 20.4.6
Supersedes:	DOC Policy 20.4.6, "Types of Appointments to DOC Positions" dated 07/15/98.	
Applicability:	Management Service, initial appointment to state service to classified represented positions, or temporary appointments	
Directives Cross-Reference:	OAR 105-40-040; 105-40-060; 105-40-080.	
Rules:		

I. PURPOSE

To define the types of appointment options available to supervisors and the specific requirements and criteria for each type.

II. POLICY

Depending on the purpose of the position, the supervisor will use one of the following methods to appoint persons to state service in the Department of Corrections:

- A. Permanent Appointment: The appointment of a person to a permanent position.
- B. Temporary Appointment: The non-competitive, non-status appointment of a person for the purpose of meeting emergency, nonrecurring or short-term workload needs of the department. A temporary employee will be exempt from all provisions of the State Personnel Relations Law, State Administrative Rules and State policies, and department policies unless otherwise specified in accordance with DOC Policy 20.4.9
- C. Limited Duration Appointment: The appointment of a person for a study or a project, or when the position reduction is anticipated. Note that this appointment type may be used for a permanent position but shall be used for a limited duration position.
 - 1. Appointments made for a study or a project shall be for a period not to exceed two years except when the position is grant funded, but shall expire upon the completion of the study or project or when funding is ended.
 - 2. Appointments made when position reduction is anticipated shall not exceed the end of the current biennium.

DOC Policy: 20.4.6 Types and Appointments to DOC Positions

3. An employee accepting a limited duration appointment shall be informed of the conditions of the appointment, including employee status at the termination of the appointment, and shall acknowledge in writing acceptance of the appointment under those conditions. The attached limited duration agreement model shall serve as a guide for supervisors to establish conditions of a limited duration appointment modified to fit each employee's individual appointment circumstance.
 4. Appointment paperwork must include the reason for the limited duration appointment.
- D. Re-employment Appointment: Supervisors may non-competitively re-employ classified and management service employees who have separated from state service in good standing, have voluntarily demoted, or have reclassified downward in any agency in the same, equal or lower classification for which qualified within two years from the effective date of such action. The same applies for prior exempt employees with at least 12 months of consecutive exempt service, but only after any current collective bargaining unit member has exhausted any right under any applicable collective bargaining agreement.
- E. Limited-Competitive and Non-Competitive Appointment: The department may only use this appointment type for the appointment of a person to a position classified as a Custodian (4101) or a Mail Services Assistant (0405). Appointments to these classifications are made by reporting the vacancy to the nearest Employment Department office together with a job description and then making selection from those referred.

III. IMPLEMENTATION

This policy will be adopted immediately without further modification.

MODEL

Limited Duration Appointment Agreement

I, Mary Jones, acknowledge acceptance of a limited duration appointment as Project Coordinator, C0810 position, #0000.000, in the Department of Corrections, Human Resources Division. I will be paid monthly at Step1 SR 26 for the classification of Project Coordinator in the sum of \$2,633.00.

I understand my appointment begins June 1, 1998 and shall end on June 30, 1999. Furthermore, I understand this appointment is contingent upon the availability of work and satisfactory performance, and that management retains the right to terminate this appointment at any time with two weeks notice.

I have been advised that this appointment does not establish layoff rights and that no guarantee exists to continue employment with the State of Oregon beyond the termination of my limited duration appointment.

I agree to the terms and conditions of the appointment as stated above.

Reason for Limited Duration: (Please mark appropriate reason code.)			
<input type="checkbox"/> Workload	<input type="checkbox"/> Contract	<input type="checkbox"/> Award	<input type="checkbox"/> Study
<input type="checkbox"/> Position Reduction	<input type="checkbox"/> Grant	<input type="checkbox"/> Project	<input type="checkbox"/> Other

Mary Jones

Date

Approved by:

Supervisor

Date

Appointing Authority

Date