



**DEPARTMENT OF CORRECTIONS  
Human Resources**



<b>Title:</b>	<b>Temporary Appointment</b>	<b>DOC Policy: 20.4.9</b>
<b>Effective:</b>	<b>6/1/10</b>	<b>Supercedes: 12/3/03</b>
<b>Applicability:</b>	<b>Temporary Employees</b>	
<b>Directives Cross-Reference: State Policy 40.025.01; ORS 240.309</b>		
<b>Attachments:</b>		
<p align="center"><b>PD 412 Conditions of Temporary Appointment</b> <b>PD 412A Temporary Appointment Extension</b></p>		

**I. PURPOSE**

To establish the criteria for temporary appointments including pay, termination, and complaint resolution.

**II. POLICY**

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

[HRSD State Policy 40.025.01](#)

B. In addition to the provisions outlined in HRSD 40.025.01, the following will also apply:

1. Temporary employees shall normally be paid at the first step of the unrepresented rate for the salary range of the work being performed unless an exception is appropriate and warranted.
2. Supervisors authorizing a salary higher than the maximum of the unrepresented range shall document the rationale and send it to the Personnel Records Unit for filing in the central audit file.
3. A former permanent employee who performs duties in the same classification under a temporary appointment may be paid the equivalent salary as that of the employee's permanent job.
4. Temporary employees are not eligible for salary increases approved for permanent employees.

**III. 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