



OREGON YOUTH AUTHORITY
Policy Statement
Part I – Administrative Services



Subject:

Nonbudgeted Personnel Requests

Section – Policy Number:

D: Personnel Management – 2.0

Supersedes:

N/A

Effective Date:

10/24/2019

Date of Last Review/Revision:

None

Related Standards and References:

- [ORS 240.012](#), 240.013, 240.015, 240.306, 240.309, 240.570
- DAS policy: [Chief Human Resources Office statewide policy 40.010.02](#): Recruitment and Selection
- [Collective Bargaining Agreements](#)
- OYA forms: [YA 8126](#) Nonbudgeted Personnel Approval
- [Attachment A](#): Nonbudgeted Personnel Request Process Flowchart

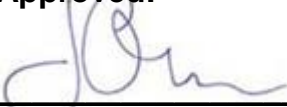
Related Procedures:

- None

Policy Owner:

Chief Financial Officer

Approved:



 Joseph O'Leary, Director

I. PURPOSE:

This policy delineates how OYA approves nonbudgeted personnel requests.

OYA staff may refer to their appropriate bargaining agreements for classification review request processes.

II. POLICY DEFINITIONS:

Nonbudgeted personnel: An employee position or position change that is not in the agency's legislatively approved budget.

III. POLICY:

According to statewide human resources policy [40.010.02](#) Recruitment and Selection, a nonbudgeted position may occur for the following situations:

- To cover an employee on leave for any reason when a temporary appointment is not appropriate, and a vacant position does not exist to address the workload need;
- Short-term transition of employees into impending vacant positions for purposes of training;
- Establishing position pending the budget system update;
- When approved or directed by the Budget and Management Section to address budget issues; or

- For job share when the total FTE of the employees assigned to the position is no more than 1.00 FTE.

OYA may consider assigning lead work, work out of class, etc., based on business need only.

OYA hiring managers must follow the process described in this policy when proposing any nonbudgeted positions or changes to budgeted positions. Changes include reclassifications, abolishing/establishing positions, lead worker, work out of class, or hiring any new staff member in the absence of a budgeted position.

IV. GENERAL STANDARDS:

- A. Hiring managers must complete a YA 8126 Nonbudgeted Personnel Approval form when requesting to fill the following types of positions:
 - 1. Temporary;
 - 2. Limited duration;
 - 3. Reclassification (up or down);
 - 4. Newly established nonbudgeted; and
 - 5. Any other that create an unfunded liability for the agency (e.g., lead worker, work out of class).
- B. The appropriate OYA fiscal analyst must review the YA 8126 and collaborate with the hiring manager to complete an analysis of funding options within the requesting manager's budget section or department.
- C. The appropriate assistant director must review the YA 8126 and determine whether to approve the request to move forward for further analysis.
- D. If the request is approved for further analysis, the YA 8126 must be reviewed by the OYA human resources classification and compensation analyst for appropriate classification determination.
- E. Limited duration and temporary positions (including temporary work out of class)
 - 1. If the personnel request can be funded within the hiring manager's section or division, the assistant director may approve the request and notify the hiring manager to proceed with the hiring process.
 - 2. If the personnel request requires funding outside the hiring manager's section or division, the YA 8126 must be reviewed by –
 - a) OYA Human Resources administrator;
 - b) OYA Chief financial officer; and

- c) OYA Business Services assistant director.
- d) The Business Services assistant director will confer with the appropriate assistant director prior to presenting the request to the OYA executive team for review.

F. Reclassifications and new positions

If the personnel request is for a reclassification or a new position, the YA 8126 must be reviewed as described in section E.2. above.

- G The OYA executive team must consider the agency's unfunded position liability document when reviewing the personnel request and deny, approve, or request more information to make a final decision.

- H. If the personnel request is nonbudgeted without a funding plan and the OYA executive team has approved it, the OYA chief financial officer must seek approval from the Department of Administrative Services, Chief Financial Office prior to filling the position.

The nonbudgeted personnel request may be filled with the Department of Administrative Services, Chief Financial Office's approval.

V. LOCAL OPERATING PROTOCOL REQUIRED: NO

Attachment A: Nonbudgeted Personnel Request Process Flowchart

