



OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY

Human Resources Division

Title:	Types and Order of Applicant Lists	HR_440_02
Supersedes:	HR_440_02, dated July 16, 2007	
Applicability:	Applicants for positions, management service employees, and classified represented where not in conflict with the collective bargaining agreement	
Reference:	State Policy 50.020.03; OAR 105-40-020	
Effective Date:	October 1, 2013	Approved: 

I. PURPOSE

The purpose of this policy is to explain the criteria, types and order of applicant lists.

II. POLICY

The Department of Fish and Wildlife (ODFW) uses a variety of applicant lists, some of which have an established priority order of use per state policy, to facilitate the selection of qualified applicants. Other ODFW lists may be used individually or in conjunction with other lists, depending on applicant availability, the hiring manager's needs, and the needs of the department.

A. First Priority: The Injured Worker List consists of names of employees with compensable work-related injuries or illnesses that occurred while employed in accordance with ORS 659A.052. The employee must not have waived re-employment rights in accordance with state workers' compensation laws, or an applicable collective bargaining agreement or State HR policy.

1. This list is established by classification for classifications at or below the injured workers salary range for which the injured worker meets the minimum qualifications. Employees are placed on the list in ascending order by date of injury. The term of eligibility on the list shall be until one of the following occurs:
 - a. Three years from date of injury; or
 - b. Until the employee is returned to a suitable position, or as identified in State Policy 50.020.03, Reinstatement and Reemployment of Injured Workers or HR Policy 480_06, Management of Injured Workers; or
 - c. Until an employee loses reemployment rights for reasons listed in ORS 659A.046 (3).
2. The Injured Worker List shall be used first when filling all vacant positions. Employees will be appointed in the order in which they appear on the list if the employee meets the qualifications for the position.

3. Exceptions are:

- a. Other injured workers with reinstatement rights to their former position, and
- b. Employees entitled to appointment to the position pursuant to provisions or other employment restrictions of any applicable collective bargaining agreement(s) between the employer and a representative of the employer's employees.

B. Second Priority: The ODFW Layoff List consists of the names of regular status permanent (full or part-time) or seasonal employees who have completed initial trial service with the State and separated from state service in good standing due to layoff or demotion in lieu of layoff. These lists are established by class within the category of service (i.e., classified represented or management service) and not in conflict with the collective bargaining agreement.

1. The term of eligibility on the list is:

- a. Two years from date of layoff/demotion, or
- b. Until the employee is returned to an equivalent position from which laid off, or
- c. Upon the second refusal of a job offer, whichever comes first.

2. The ODFW layoff list is used following the exhaustion of the Injured Worker List. An employee on the ODFW layoff list in the same classification and category of service of the position to be filled shall be appointed if the employee meets the minimum and special qualifications, if any, for the position. Appointments from the list shall be made consistent with ODFW's layoff plan.

C. Third Priority (pursuant to the SEIU collective bargaining agreement): The Secondary Recall List is an inter-Agency layoff list that consists of the names of regular status employees and eligible workload limited duration employees who have been separated by layoff from the State in good standing from a SEIU-represented position and who have elected to be placed on the Secondary Recall List.

1. This list is established by class. Employees elect to be placed on the list shall specify in writing the agencies and geographic areas of their choice. The term of eligibility on this list shall be two years from the date of placement on the list or termination of the collective bargaining agreement (whichever occurs first). Individuals on this list must meet the minimum and special qualifications, if any, for the position.

2. The Secondary Recall List shall be used first when filling all vacant represented positions after the exhaustion of the Injured Worker and ODFW Layoff list. Certifications will be called from the list of the five (5) most senior employees who meet the minimum qualifications for the classification and any special qualifications for the position to be filled. One of the five (5) employees from the list will be selected if minimum qualifications and special qualifications are met. If fewer than five (5) eligible employees are on the Secondary Recall List, the agency shall select one (1) of the employees who meets the minimum and special qualifications.

3. A laid off regular status or eligible workload limited duration employee on the Secondary Recall List who is offered a permanent appointment from the list and refuses to accept the appointment shall have his/her name removed from the Secondary Recall List.
 4. (When filling vacant ODFW classified positions, see current SEIU Collective Bargaining Agreement for additional considerations related to the Secondary Recall List).
- D. Fourth Priority: The Statewide Layoff List consists of names of permanent (full or part-time) employees in either the management or classified unrepresented service employees terminated from state service due to reduction in force. Employees on the Statewide Layoff List must have completed initial trial service.
1. These lists are established by class. Employees may request placement through the department's Human Resources Office for classes in which they are qualified and which are the same classification, or equal or lower salary range. The term of eligibility on this list is two years from the date of layoff. An individual shall be removed from the Statewide Layoff List upon the second refusal of a job offer or when a person accepts a position and is returned to work (other than temporary or limited duration).
 2. Those employees who meet the minimum and special qualifications, if any, shall be interviewed for the position.
 3. Agency promotion lists, statewide promotion lists, statewide transfer lists and open competitive lists may be used to supplement the applicant pool when fewer than five qualified candidates appear on the Statewide Layoff List.
- C. After due consideration of the Injured Worker, ODFW Layoff, Secondary Recall, and Statewide Layoff lists, if no appointment can be made from these lists the department shall, at its discretion, use other lists, with sequence optional.
1. Agency Promotion Lists consist of names of ODFW employees who meet the qualifications for the position and pass appropriate promotional exams, if any. These lists are established by class. The term of eligibility is not less than one month, or more than two years from date of placement or adoption of the list, whichever is later.
 2. Statewide Promotion Lists consist of names of eligible state employees who meet the qualifications of the position and pass the appropriate promotional exams, if any. These lists are established by class. The term of eligibility is not less than one month, or more than two years from the date of placement or adoption of the list, whichever is later.
 3. Open Competitive Lists consist of names of persons seeking employment with the state who meet the qualifications of the position and pass the appropriate entrance exams, if any. These lists are established by class. The term of eligibility is not less than one month or more than two years from the date of placement on or adoption of the list.