




OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY

Human Resources Division

Title:	Alternate Methods of Filling Positions	HR_440_10
Supersedes:	HR_440_10, dated September 1, 2004	
Applicability:	Management and executive service employees. Classified represented employees where not in conflict with the labor agreement.	
Reference:	OAR 105-040-0070	
Effective Date:	February 1, 2011	Approved: 

I. PURPOSE

To provide the Department of Fish and Wildlife (ODFW) with an alternate method of filling positions in situations such as employee development, job sharing, short-term transitioning for training, pending position establishment or change, and to cover employees on leave under certain conditions.

II. POLICY

- A. Underfill: A position may be underfilled with an employee in a lower salary range and classification when there is a reasonable expectation that the employee will meet minimum qualifications of the budgeted position classification within 24 months of appointment made from a certificate or within 12 months of a direct appointment consistent with HR Policy 440_09. Upon meeting position qualification and performance requirements, the employee shall be reclassified to the budgeted level of the position. An employee underfilling shall be advised of the requirements necessary to qualify for reclassification to the budgeted position level.
- B. Doublefill: A position may be doublefilled with two or more employees for the following purposes:
1. 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;
 2. Short-term transitioning of employees into impending vacant positions for purposes of training;
 3. The position establishment is pending the Position Inventory Control System (PICS) update;
 4. When approved and/or directed by Budget and Management Division of DAS to address budget issues; and
 5. Job share not exceeding 1.0 FTE.

Employees doublefilling positions shall meet the minimum qualifications of those positions and be appointed in accordance with applicable recruitment and appointment rules, policies or collective bargaining agreements. The doublefill method of filling vacancies shall not be used to permanently increase legislatively authorized staffing levels.

- C. Crossfill: A position may be crossfilled to a different classification with an equal salary range number providing the position establishment or modification is pending the PICS update.

Attachment A Request for Doublefill Form

REQUEST FOR DOUBLEFILL



DOUBLEFILL PROCESS: An Appointing Authority may employ two or more employees in a position as a doublefill for the following purposes:

- (a) 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;
- (b) Short-term transitioning of employees into impending vacant positions for purposes of training;
- (c) The position establishment (reclass) is pending the Position Inventory Control System (PICS) update;
- (d) When approved and/or directed by Budget and Management Division (DAS) to address budget issues;
- (e) Job share not exceeding 1.0 FTE (DAS Admin Rule 105-40-070).

DOUBLEFILL INSTRUCTIONS:

1. Complete #1 through #7 (a,b,c) and sign the Doublefill form. Attach the completed Doublefill form with the Request to Hire (RTH) Form and e-mail to the "RTH HR" e-mail box.
2. If using doublefill while awaiting position establishment, complete box #2.
3. For extenuating circumstances, contact the HR Administrator

1. DOUBLEFILL POSITION #:	2. NEW POSITION # TO BE USED ONCE ESTABLISHED:	3. CLASSIFICATION TITLE
4. WORK LOCATION:	5. REGION/DIVISION:	6. SUPERVISOR (print name) AND PHONE NUMBER:

7. (a) DESCRIBE IN DETAIL THE REASON FOR THE DOUBLEFILL AS IT RELATES TO THE CRITERIA LISTED ABOVE: (Explanation to (b) above—short-term transitioning of employees into impending vacant positions for the purpose of training should be no longer than 3 months. (Please attach the letter of resignation.) Justification must be attached for time over 3 months.

(b) STATE YOUR PLAN TO RESOLVE THIS DOUBLEFILLING, INCLUDING TIME FRAME:

(c) HOW WILL YOU FUND THE INCREASED PERSONAL SERVICES COST?

SUPERVISOR SIGNATURE	DATE
BUDGET MANAGER SIGNATURE	DATE
HUMAN RESOURCE ANALYST SIGNATURE	DATE
HR ADMINISTRATOR SIGNATURE	DATE
DEPUTY DIRECTOR SIGNATURE	DATE