



Oregon

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MEMORANDUM

To: ODFW Employees

From: Curt Melcher, Director

Date: May 5, 2018

Subject: ODFW Addendum – DAS Policy 30.005.01 Effect of Position Classification Change on Incumbents



The DAS Policy 30.005.01 Effect of Position Classification Change on Incumbents states that each agency will establish a procedure for employees to appeal classification decisions including allocation to a new or revised classification. This policy is amended as follows for ODFW:

Appeal Rights:

1. A management or executive service employee who disagrees with classification decisions, including allocation to a new or revised classification, may submit a written appeal request to the Deputy Director of Administration within 15 calendar days of receipt of the final classification decision notification. The appeal request shall identify the classification decision and include a narrative describing the classification believed to be correct.
2. The Deputy Director shall forward the appeal with a recommendation to the Director who shall issue a final determination within 30 calendar days from the date the employee appeal request was made.