



Oregon

Kate Brown, Governor

Department of Fish and Wildlife

Office of the Director

4034 Fairview Industrial Drive SE


Salem, OR 97302

(503) 947-6044

FAX (503) 947-6042

odfw.com

MEMORANDUM

To: ODFW Employees
From: Curt Melcher, Director 
Date: May 5, 2018
Subject: ODFW Addendum – DAS Policy 20.005.20 Pay Practices Addendum A



The DAS Policy 20.005.20 Pay Practices Addendum A states that as of Oct. 6, 2017, Oregon state government adopts practices and procedures consistent with the Pay Equity law. This addendum is amended as follows for ODFW:

Prior to making salary offers to new hires to the State of Oregon for classifications at salary range 22 and below, managers must complete and submit the following form to the Human Resources Division:

- [Hiring Approval Form for Salary Range 22 and Below for New Hire Offers to State of Oregon](#)

Classifications exempt from this process include Experimental Biology Aides and Laborer/Student Worker Classifications. Hiring Managers may authorize hiring rates up to step two of the salary range for new hires to the State of Oregon in the exempt classifications.

Prior to making salary offers to new hires to the State of Oregon for classifications at salary range 23 and above, managers must complete and submit the following form to the Human Resources Division:

- [Hiring Approval Form for Salary Range 23 and Above Form](#)

A pay equity analysis would be completed once the applicable form is submitted. Hiring rates above what is approved may be requested by using the [Special Hiring Rate Approval Form](#).