




# OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY

## Human Resources Division

<b>Title:</b>	<b>Types of Appointments to Positions</b>	<b>HR_440_05</b>
<b>Supersedes:</b>	HR_440_05, dated July 16, 2007	
<b>Applicability:</b>	Management service positions, initial appointment to classified represented positions, and temporary positions	
<b>Reference:</b>	OAR 105-40-0040; 105-40-0060; 105-40-0080	
<b>Effective Date:</b>	September 22, 2008	<b>Approved:</b> 

### I. PURPOSE

To define the types of appointment options available to managers and the specific requirements and criteria for each type.

### II. POLICY

Depending on the purpose of the position, the manager shall use one of the following methods to appoint persons to state service in the Department of Fish and Wildlife (ODFW):

- A. Permanent Appointment: The appointment of a person to a permanent position.
- B. Seasonal Appointment: The appointment of a person to a position which occurs, terminates and recurs periodically or regularly.
- C. Temporary Appointment: The non-competitive, non-status appointment of a person for the purpose of meeting emergency, nonrecurring or short-term workload needs of the department. A temporary employee will be exempt from all provisions of the State Personnel Relations Law, State Administrative Rules and State policies, and department policies unless otherwise specified in accordance with HR Policy 440\_08, Temporary Appointments.
- D. Limited Duration Appointment: The appointment of a person for a study, project or workload need, or when position reduction is anticipated. Note that this appointment type may be used for a permanent position but shall be used for a limited duration position.
  - 1. Appointments made for a study or a project shall be for a period not to exceed two years except when the position is grant funded. Appointments shall expire upon the completion of the study or project or when funding is ended.
  - 2. Appointments made when position reduction is anticipated shall not exceed the end of the current biennium or current season that ends prior to the end of the biennium.
  - 3. Appointments made for workload need shall be for a period not to exceed two years.

4. An employee accepting a limited duration appointment shall be informed of the conditions of the appointment, including employee status at the termination of the appointment, and shall acknowledge in writing acceptance of the appointment under those conditions. The limited duration agreement form (Attachment A) shall serve as a guide for supervisors to establish conditions of a limited duration appointment modified to fit each employee's individual appointment circumstance.
  5. Appointment paperwork shall include the reason for the limited duration appointment.
- E. Re-employment Appointment: Supervisors may non-competitively re-employ classified and management service employees who have separated from state service in good standing, have voluntarily demoted, or have reclassified downward in any agency in the same, equal or lower classification for which qualified within two years from the effective date of such action. The same applies for prior exempt employees with at least 12 months of consecutive exempt service, but only after any current collective bargaining unit member has exhausted any right under any applicable collective bargaining agreement.
- F. Limited-Competitive and Non-Competitive Appointment: To facilitate the employment of persons who are disabled, economically disadvantaged or unskilled or semi-skilled, the department may make a limited-competitive or non-competitive appointments to positions identified by the Department of Administrative Services that meet the following criteria:
1. The classification requires minimal or no requisite knowledge or skills;
  2. It is impractical to develop an examination; and
  3. It is impractical to follow the normal recruiting process.

Appointments to these classifications are made by reporting the vacancy to the nearest Employment Department office together with a job description and then making selection from those referred. Make affirmative efforts to supplement referrals to create a diverse pool of candidates. The list of approved classifications is attached.

Attachment A Limited Duration Appointment Agreement  
Attachment B Limited-Competitive and Non-competitive Appointment Classifications

**IMPORTANT NOTE:** This form REQUIRES modification to fit each employee's individual appointment circumstance. For assistance, consult ODFW HR Records staff @ (503) 947-6051.

## OREGON DEPARTMENT OF FISH AND WILDLIFE



# LIMITED DURATION AGREEMENT

**CHECK ONE:** (Check one box and fill in the appropriate bargaining unit or service type)

- Represented Position** - Regular LD Appointment (Non-PERS Retiree)  
This position is in the SEIU Local 503 bargaining unit.
- \*Represented Position** - PERS Retiree LD Appointment  
This position is in the SEIU Local 503 bargaining unit.
- Management/Unrepresented Position** - Regular LD Appointment (Non-PERS Retiree)  
This position is in the Management service.
- \*Management/Unrepresented Position** - PERS Retiree LD Appointment  
This position is in the Management service.

I, (EMPLOYEE NAME), accept a limited duration appointment as a (FULL-TIME or PART-TIME) (CLASS NAME), Class # (CLASS NUMBER), Position # (POSITION NUMBER) with the (AGENCY AND DIVISION NAME).

My salary will be paid monthly at \$(SALARY) at Step (STEP), Salary Range (SALARY RANGE).

My appointment begins (START DATE) and will end no later than (END DATE). However, management and I retain the right to terminate this appointment at any time and for any reason.

I will be eligible to receive the additional benefits outlined below. The accrual, availability, and usage of leave (sick, vacation, personal) is subject to policy or an applicable collective bargaining agreement. I understand these benefits will be pro-rated for part-time hours.

- Sick leave accrual rate is eight (8) hours of sick leave per month;
- Vacation leave accrual rate is (VACATION HOURS) hours of vacation leave per month;
- Personal leave accrual is (PERSONAL LEAVE HOURS) hours of personal leave each fiscal year, not cumulative from year to year nor compensable in any form other than leave;
- PEBB health benefits;
- **\*Applicable to Regular LD Appointments Only:** *PERS contributions covered under Administrative Rule 105-020-0015 "Pick up" of Employee Contribution to Retirement.*

I understand that this appointment does not establish layoff or restoration rights and that no guarantee exists to continued employment with the State of Oregon during or beyond the termination of my limited duration appointment, unless specified otherwise in an applicable Collective Bargaining Agreement.

**\*Applicable to PERS Retiree LD Appointments Only:** Pursuant to ORS 238.082 (1), my employment with the State of Oregon has been deemed to be in the public interest. I further understand that management cannot provide me with retirement advice and that I am solely responsible for ensuring that my employment status and the hours I work in any calendar year do not jeopardize my retirement benefits.

**I agree to all the terms and conditions of the appointment as stated.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**APPROVED BY:**

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Administrator

\_\_\_\_\_  
Date

## LIMITED-COMPETITIVE AND NON-COMPETITIVE APPOINTMENT CLASSIFICATIONS

001, Supported Employment Worker	4403, Transporter
0100, Student Office Worker	5515, Property Guard
0101, Office Assistant 1	6605, Human Service Assistant 1
0150, Student Professional/Technical Worker	6701, Student Human Services Worker
0315, Forestry Communications Dispatcher	6725, Habilitative Training Technician 1
0405, Mail Services Assistant	6750, Group Life Coordinator 1
1105, Traffic Survey Interviewer	8125, Agricultural Worker
3769, Experimental Biology Aide	8201, Forest Nursery Worker 1
4101, Custodian	8202, Forest Nursery Worker 2
4114, Student Worker Labor/Trades/Service	8208, Forest Lookout
4115, Laborer 1	8235, Student/Professional Forester Worker
4116, Laborer 2	8319, Fish and Wildlife Technician (Entry);
4120, Trades/Maintenance Worker 1	9100, Food Service Worker 18420, Ranger Aid
4125, Litter Patrol Worker	9100, Food Service Worker 1
4137, Liquor Distribution Worker 1	