

HRSD Rule and Policy Index

DEPARTMENT OF ADMINISTRATIVE SERVICES  
Human Resource Services Division

INDEX

- A -

Abolishment/Establishment, Position	BAM Rule	
▪ Effect on Incumbents	<a href="#">30.005.01</a>	Effective 12-26-05
Aborted Reclasp, Compensation for	<a href="#">20.005.10</a>	Effective 03-30-09
Administrator, Human Resource Management Division		
▪ Defined	<a href="#">10.000.01</a> (2)	Effective 10-08-08
▪ Duties and Powers	240.145	
▪ Model Rules of Procedure	<a href="#">105-001-0005</a>	Effective 01-30-06
Adverse Environmental Conditions		
▪ Closure or Curtailment of Offices	<a href="#">60.015.01</a>	Effective 11-01-06
Affirmative Action	240.306(2)(3)(7), <a href="#">105-040-0001</a>	Effective 11-04-08
Age Discrimination	<a href="#">105-040-0001</a>	Effective 11-04-08
Age, Retirement	237.003(14), .121	
Agency, Defined	<a href="#">10.000.01</a> (3)	Effective 10-08-08
Allocation of Positions	<a href="#">30.000.01</a>	Effective 08-05-05
Alternate Pay Plans	<a href="#">20.005.05</a>	Effective 10-21-04
Alternate Methods of Filling Positions	<a href="#">105-040-0070</a>	Effective 02-08-05
Alternative Leave Provisions	<a href="#">60.000.20</a>	Effective 12-29-03
Announcement, Recruitment	<a href="#">10.000.01</a> (6), <a href="#">105-040-0010</a>	Effective 10-08-08 Effective 02-08-05
Annual Merit Increase	<a href="#">20.005.05</a>	Effective 10-21-04
Appeals	240.086(1),.311(2), 321(4), .560	
▪ Management Service	<a href="#">70.000.02</a> , <a href="#">70.000.10</a>	Effective 10-08-08 Effective 10-08-08
▪ Classified Unrepresented	<a href="#">70.005.02</a> , <a href="#">70.005.05</a>	Effective 10-08-08 Effective 10-08-08
Applicant List, Use of	<a href="#">105-040-0030</a>	Effective 02-08-05
Applications	240.306, <a href="#">105-040-0010</a> ,	Effective 02-08-05
Appointing Authority	240.015(1), 240.400, <a href="#">10.000.01</a> (7)	Effective 10-08-08
Appointments	240.306	
▪ Direct	<a href="#">105-040-0050</a>	Effective 02-08-05
▪ Executive Service - Unclassified	<a href="#">40.055.01</a>	Effective 01-17-06

## HRSD Rule and Policy Index

▪ Job-Share	240.012,.013, .015(7), .215(3)	
▪ Limited Competitive or Noncompetitive, Classification Appointment	<a href="#">105-040-0060</a>	Effective 02-08-05
▪ Limited Duration	<a href="#">105-040-0040</a>	Effective 07-23-03
▪ Permanent	<a href="#">105-040-0040</a>	Effective 07-23-03
▪ Seasonal	<a href="#">105-040-0040</a>	Effective 07-23-03
▪ Severely Disabled	240.391 - .394	
▪ Temporary	240.309, <a href="#">40.025.01</a>	Effective 12-06-06
▪ Unclassified	240.570	
Appraisal, Performance (See Performance Evaluation)		
At Will Employment	<a href="#">40.035.01</a>	Effective 01-01-06
Audits	240.215(2),.311, <a href="#">10.025.01</a>	Effective 05-01-03
Audit Appeals	<a href="#">Process</a>	

### B

Bargaining, Collective		
▪ Applicability of Personnel Rules to Employees in Bargaining Units	240.321	
Bargaining Unit Exclusion or Inclusion	<a href="#">30.000.01</a>	Effective 08-05-05
Break in Service	<a href="#">10.000.01</a> (10), <a href="#">20.005.10</a> , <a href="#">105-040-0080</a>	Effective 10-08-08 Effective 03-30-09 Effective 07-23-03
Break In Service, Effect on Leave Benefits	<a href="#">60.000.05</a> , <a href="#">60.000.11</a> , <a href="#">60.000.20</a>	Effective 11-19-07 Effective 08-29-08 Effective 12-29-03
Bribery	240.710(2)	
Bumping (Layoff Process)	<a href="#">50.025.01</a>	Effective 10-21-04

### C

Categories of State Service	240.195	
▪ Classified	240.210	
▪ Exempt	240.200	
▪ Management Service	240.212	
▪ Unclassified	240.205, .207	
Class, Classification	240.015(2),.215, <a href="#">20.000.01</a>	Effective 08-24-01
Classification, Audit	240.311	
Classification (Allocation) of Positions	240.215(2), <a href="#">30.000.01</a>	Effective 08-05-05

## HRSD Rule and Policy Index

Classified Represented Positions	243.650-.762, <a href="#">10.000.01</a>	Effective 10-08-08
Classified Service	240.210	
▪ Applicability of Rules and Policies	240.321(2)	
▪ Discipline and Dismissal	240.555,.560, <a href="#">70.000.02</a> , <a href="#">70.005.02</a>	Effective 10-08-08 Effective 10-08-08
▪ Grievances	240.321(4), <a href="#">70.005.05</a> <a href="#">70.000.10</a>	Effective 10-08-08 Effective 10-08-08
▪ Positions Included	240.210	
▪ Trial Service	240.316(1), <a href="#">40.065.01</a>	Effective 10-18-04
Class Specification		
▪ Defined	<a href="#">10.000.01</a> (16)	Effective 10-08-08
▪ Development	<a href="#">20.000.01</a>	Effective 08-24-01
Closure of State Offices	<a href="#">60.015.01</a>	Effective 11-01-06
Comparability of Work	<a href="#">105-020-0001</a>	Effective 05-22-03
Compensation		
▪ General Compensation Policy	<a href="#">20.005.01</a>	Effective 09-24-99
▪ Merit Pay	<a href="#">20.005.05</a>	Effective 10-21-04
▪ Overtime	<a href="#">20.005.20</a>	Effective 08-05-05
▪ Rates of Pay	<a href="#">20.005.10</a>	Effective 03-30-09
▪ Work Out of Class	<a href="#">20.005.10</a>	Effective 03-30-09
Confidential Employee	243.650(6)	
Controversy Resolution	240.311(2)	
Cost of Operating Division	240.165	
Counseling Leave, Pre-Retirement	<a href="#">60.000.10</a>	Effective 01-28-08
Court Appearance Leave		
▪ With Pay	<a href="#">60.000.10</a> <a href="#">60.000.12</a>	Effective 01-28-08 Effective 06-05-08
▪ Without Pay	<a href="#">60.000.12</a>	Effective 06-05-08
Crime Victim Leave	<a href="#">60.000.12</a>	Effective 06-05-08
Crossfilling	<a href="#">105-040-0070</a>	Effective 02-08-05

## D

Date, Effective Reclassification	<a href="#">30.005.01</a>	Effective 12-26-05
Date, Salary Eligibility	<a href="#">20.005.05</a> , <a href="#">10.000.01</a> (101) <a href="#">60.000.11</a> <a href="#">60.000.25</a>	Effective 10-21-04 Effective 10-08-08 Effective 08-29-08 Effective 12-07-07
Definitions Policy	240.015, <a href="#">10.000.01</a>	Effective 10-08-08

## HRSD Rule and Policy Index

Rule	<a href="#">105-010-0000</a>	Effective 11-13-06
Delegation of Authority	240.311	
Demotion		
▪ Amendment of Disciplinary Notice	<a href="#">70.000.02</a> , <a href="#">70.000.10</a>	Effective 10-08-08
▪ Appeal	240.560,.570, <a href="#">70.005.05</a> , <a href="#">70.000.10</a>	Effective 10-08-08 Effective 10-08-08
▪ Bumping	<a href="#">50.025.01</a>	Effective 10-21-04
▪ Defined	<a href="#">10.000.01</a> (28)	Effective 10-08-08
▪ Form of Disciplinary Action	240.555,240.570, <a href="#">70.005.05</a> , <a href="#">70.000.10</a>	Effective 10-08-08 Effective 10-08-08
▪ Layoff, In Lieu of (Bumping)	<a href="#">50.025.01</a>	Effective 10-21-04
▪ Notification	<a href="#">70.000.02</a> , <a href="#">70.005.02</a>	Effective 10-08-08 Effective 10-08-08
▪ Policies and Procedures	240.145(3),.250, .316(4)	
▪ Rate of Pay on	<a href="#">20.005.10</a>	Effective 03-30-09
▪ Status on	<a href="#">40.065.01</a>	Effective 10-18-04
▪ Trial Service, During	<a href="#">40.065.01</a>	Effective 09-08-06
▪ Voluntary	<a href="#">40.045.01</a> , <a href="#">50.025.01</a>	Effective 09-01-01 Effective 10-21-04
Dental and Health Benefits	243.105 - .215	
Descriptions, Position	240.145(1), <a href="#">30.000.01</a>	Effective 08-05-05
Development, Employee	240.145(4),.306(7),	
▪ Oregon Benchmarks Implementation	<a href="#">50.045.01</a>	Effective 07-19-95
Direct Appointment	240.306(5),.392, .393, .394, <a href="#">105-040-0050</a>	Effective 02-08-05
Director, Department of Administrative Services	240.057,.145,.311(2)	
Disability, Job Incurred	<a href="#">50.020.03</a> , <a href="#">60.000.01</a> , <a href="#">60.000.11</a>	Effective 03-05-08 Effective 12-06-06 Effective 08-29-08
Disability, Non Job Incurred	<a href="#">60.000.01</a> <a href="#">60.000.11</a>	Effective 12-06-06 Effective 08-29-08
Disabled Appointment	240.306 (3) 105-040-0060 OVRS 582-090- 0030	
Disciplinary Actions		
▪ Discipline other than Dismissal, Classified Unrepresented Employees	240.555,.560, <a href="#">70.005.02</a>	Effective 10-08-08

## HRSD Rule and Policy Index

▪ Discipline other than Termination, Management Service Employees	240.555,.560,.570, <a href="#">70.000.02</a>	Effective 10-08-08
▪ Dismissal, Classified Unrepresented Employees	240.555,.560, <a href="#">70.005.02</a>	Effective 10-08-08
▪ Termination, Management Service Employees	240.555, .560, .570, <a href="#">70.000.02</a>	Effective 10-08-08
Disclosure of Wrongdoing	659.505 - .545, BOLI Rules 839-10-000 – 839-10-070	
Discrimination, Age or National Origin	240.306(1), <a href="#">105-040-0001</a>	Effective 11-04-08
Dismissal		
▪ Classified Unrepresented Employees	240.555,.560, <a href="#">70.005.02</a>	Effective 10-08-08
▪ Management Service Employees	240.555, .560, .570, <a href="#">70.000.02</a>	Effective 10-08-08
Disposition Codes	<a href="#">105-040-0030</a>	Effective 02-08-05
Domestic Violence	<a href="#">50.010.04</a>	Effective 11-19-08
Donated Leave	<a href="#">60.025.01</a> , <a href="#">60.000.05</a> <a href="#">60.020.05</a>	Effective 12-06-06 Effective 11-19-07 Effective 02-15-05
Doublefilling	<a href="#">105-040-0070</a>	Effective 02-08-05
Drug-Free Workplace	<a href="#">50.000.01</a>	Effective 02-15-00
Drug Testing	<a href="#">50.000.02</a> , <a href="#">105-050-0003</a> , <a href="#">105-050-0004</a>	Effective 01-31-96 Effective 05-01-03 Effective 05-22-03

## E

Effective Date, Reclassification	<a href="#">30.005.01</a>	Effective 12-26-05
Effective Date, Special Salary Increase	<a href="#">20.005.05</a>	Effective 10-21-04
Eligibility Date, Salary	<a href="#">20.005.10</a>	Effective 03-30-09
Eligibility for Reclassification	<a href="#">20.005.10</a>	Effective 03-30-09
Employee Development	<a href="#">50.045.01</a>	Effective 07-19-95
Employee Performance Recognition Program	<a href="#">50.040.01</a>	Effective 08-05-05
Employment Relations Board	240.060 - .123	
Employee Relocation Allowance	<a href="#">40.055.10</a> <a href="#">40.055.20</a>	Effective 03-09-07 Effective 03-09-07
Enforcement of Chapter	240.115	
Environmental Conditions, Adverse	<a href="#">60.015.01</a>	Effective 11-01-06
Equal Employment Opportunity	<a href="#">105-040-0001</a>	Effective 11-04-08
Establishment/Abolishment, Position	BAM Rule <a href="#">30.000.01</a>	Effective 08-05-05
Examination	240.306(2),	Effective 02-08-05

## HRSD Rule and Policy Index

	<a href="#">105-040-0010</a> , <a href="#">105-040-0060</a>	Effective 02-08-05
Exceptional Performance Recognition Leave with Pay	<a href="#">60.000.10</a>	Effective 01-28-08
Exceptions to Hay Evaluated Salary	<a href="#">20.005.15</a>	Effective 10-21-04
Executive Service		
▪ Appointments	<a href="#">40.055.01</a>	Effective 01-17-06
▪ Assignment to or Removal from	<a href="#">30.000.01</a>	Effective 08-05-05
▪ Effect of Position Class Change on Incumbent	<a href="#">30.005.01</a>	Effective 12-26-05
▪ Termination	<a href="#">40.035.01</a>	Effective 01-01-06
Exempt Service	240.195	
▪ Exemption From Personnel Rules & Policies	240.245	
▪ Positions Filled with Classified Personnel	240.570	
▪ Positions Included	240.200	
▪ Salary Plans	240.245	
Expression of Milk and Unpaid Rest Periods	<a href="#">60.000.30</a>	Effective 04-01-09

### F

Fair Labor Standards Act	<a href="#">20.005.20</a>	Effective 08-05-05
Falsification, Fraud, Bribery	240.710	
Family		
• Family Medical Leave Without Pay	<a href="#">60.000.15</a> <a href="#">60.000.11</a>	Effective 01-25-09 Effective 08-29-08
• Support of Employee's Work and Family Needs	<a href="#">10.030.01</a>	Effective 12-06-06
• Impact of Rules and Policies on Families	<a href="#">10.030.02</a> , 182.151	Effective 12-29-03
Flexible Work Schedule	<a href="#">10.000.01</a> (40)	Effective 10-08-08

### G

Grievances	240.086(1), .145(3), .321(4), .570,	
▪ Classified Unrepresented Employees	<a href="#">70.005.05</a>	Effective 10-08-08
▪ Management Service Employees	<a href="#">70.000.10</a>	Effective 10-08-08

### H

Harassment-Free Workplace	<a href="#">50.010.01</a>	Effective 01-25-08
Hay Evaluation	<a href="#">20.000.05</a>	Effective 08-12-98
Hazardous Environment Conditions,		
▪ Closure or Curtailment of Offices	<a href="#">60.015.01</a>	Effective 11-01-06
Hearings, ERB	240.086(1),.560,.570	
Holidays	<a href="#">60.010.01</a>	Effective 11-30-04

### I

## HRSD Rule and Policy Index

Improvement, Continuous in State Service	<a href="#">50.055.01</a>	Effective 06-20-05
Inclement Weather, Office Closure	<a href="#">60.015.01</a>	Effective 11-01-06
Incompetence	240.555, <a href="#">70.000.02</a> , <a href="#">70.005.02</a>	Effective 10-08-08 Effective 10-08-08
Indolence	240.555, <a href="#">70.000.02</a> <a href="#">70.005.02</a>	Effective 10-08-08 Effective 10-08-08
Inefficiency	240.555, <a href="#">70.000.02</a> <a href="#">70.005.02</a>	Effective 10-08-08 Effective 10-08-08
Initial Appointment, Trial Service	<a href="#">40.065.01</a>	Effective 09-08-06
Injured Workers, Early Return to Work	<a href="#">50.020.05</a>	Effective 05-01-07
Insubordination	240.555, <a href="#">70.000.02</a> <a href="#">70.005.02</a>	Effective 10-08-08 Effective 10-08-08
Insurance Benefits	243.105 - .223	
Interruption of Employment, Temporary	<a href="#">60.015.01</a>	Effective 11-01-06
Interview Leave	<a href="#">60.000.10</a>	Effective 01-28-08
Investigations, Background	<a href="#">105-040-0010</a>	Effective 02-08-05
Involuntary Transfer	<a href="#">40.045.01</a>	Effective 09-01-01

### J

Job Rotation	<a href="#">50.015.01</a>	Effective 08-01-94
Job Sharing	240.012,.013, .015(7), .215(3), <a href="#">105-040-0070</a>	Effective 02-08-05
Job Sharing Benefits	240.013	
Jury Service Leave	<a href="#">60.000.10</a> <a href="#">60.000.12</a>	Effective 01-28-08 Effective 06-05-08

### K

### L

Lateral Transfer, Status on	<a href="#">40.065.01</a> , <a href="#">20.005.10</a>	Effective 09-08-06 Effective 03-30-09
Layoff/Removal	240.316(2)(3)	
▪ Certification from Lists	<a href="#">105-040-0020</a>	Effective 02-08-05
▪ Conversion of Merit Rating Scores	<a href="#">50.025.01</a>	Effective 10-21-04
▪ Lists	<a href="#">105-040-0020</a>	Effective 02-08-05

## HRSD Rule and Policy Index

▪ Management Service	<a href="#">50.025.01</a>	Effective 10-21-04
▪ Notice	<a href="#">50.025.01</a>	Effective 10-21-04
▪ Options	<a href="#">50.025.01</a>	Effective 10-21-04
▪ Order	<a href="#">50.025.01</a>	Effective 10-21-04
▪ Restoration upon Layoff/Removal	<a href="#">50.030.01</a>	Effective 02-08-06
▪ Return from Layoff/Removal	<a href="#">105-040-0020</a> , <a href="#">20.005.10</a> , <a href="#">50.025.01</a> , <a href="#">50.030.01</a>	Effective 02-08-05 Effective 03-30-09 Effective 10-21-04 Effective 02-08-06
▪ Seasonal Employee	<a href="#">50.025.01</a>	Effective 10-21-04
Leaves		
▪ Alternative Provisions	<a href="#">60.000.20</a>	Effective 12-29-03
▪ Computations	<a href="#">60.000.01</a> , <a href="#">60.000.15</a>	Effective 12-06-06 Effective 01-25-09
▪ Court Appearance	<a href="#">60.000.10</a> <a href="#">60.000.12</a>	Effective 01-28-08 Effective 06-05-08
▪ Crime Victim	<a href="#">60.000.12</a>	Effective 06-05-08
▪ Donated	<a href="#">60.000.05</a> , <a href="#">60.020.05</a> , <a href="#">60.025.01</a>	Effective 11-19-07 Effective 02-15-05 Effective 12-06-06
▪ Exceptional Performance Recognition	<a href="#">60.000.10</a>	Effective 01-28-08
▪ Family Medical	<a href="#">60.000.15</a> <a href="#">60.000.11</a>	Effective 01-25-09 Effective 08-29-08
▪ Job Incurred Disability	<a href="#">60.000.01</a> <a href="#">60.000.11</a>	Effective 12-06-06 Effective 08-29-08
▪ Jury Service	<a href="#">60.000.10</a> , <a href="#">60.000.12</a>	Effective 01-28-08 Effective 06-05-08
▪ Military	<a href="#">60.020.05</a> , <a href="#">60.000.25</a>	Effective 02-15-05 Effective 12-07-07
▪ Other Leaves With Pay	<a href="#">60.000.10</a>	Effective 01-28-08
▪ Parental	<a href="#">60.000.15</a>	Effective 01-25-09
▪ Peace Corps	<a href="#">60.000.05</a> , <a href="#">60.000.12</a>	Effective 11-19-07 Effective 06-05-08
▪ Personal Business	<a href="#">60.000.10</a>	Effective 01-28-08
▪ Pregnancy	<a href="#">60.000.15</a>	Effective 01-25-09
▪ Pre-Retirement Counseling	<a href="#">60.000.10</a>	Effective 01-28-08
▪ Proration	<a href="#">60.000.01</a> , <a href="#">60.000.05</a>	Effective 12-06-06 Effective 11-19-07
▪ Red Cross Disaster	<a href="#">60.000.12</a>	Effective 06-05-08
▪ Search and Rescue Operation	<a href="#">60.000.12</a>	Effective 06-05-08
▪ Sick	<a href="#">60.000.01</a> , <a href="#">60.000.11</a>	Effective 12-06-06 Effective 08-29-08



## HRSD Rule and Policy Index

▪ Statutorily Required Leaves with and without Pay	<a href="#">60.000.12</a>	Effective 06-05-08
▪ Vacation	<a href="#">60.000.05</a>	Effective 11-19-07
▪ Without Pay	<a href="#">60.000.12</a> <a href="#">60.000.11</a>	Effective 06-05-08 Effective 08-29-08
▪ Worlds Pan Am or Olympic Training	<a href="#">60.000.12</a>	Effective 06-05-08
Legislative Review:		
Salary Plans, New Positions, Reclasses	291.371	
Limited Duration Appointments	<a href="#">105-040-0040</a>	Effective 07-23-03
Lists	240.306(4)(7)	
▪ Agency Layoff	<a href="#">105-040-0020</a> , <a href="#">50.025.01</a>	Effective 02-08-05 Effective 10-21-04
▪ Agency Promotion	<a href="#">105-040-0020</a>	Effective 02-08-05
▪ Availability Changes	<a href="#">105-040-0030</a>	Effective 02-08-05
▪ Certification	<a href="#">105-040-0030</a>	Effective 02-08-05
▪ Consolidation	<a href="#">105-040-0030</a>	Effective 02-08-05
▪ Establishment	<a href="#">105-040-0030</a>	Effective 02-08-05
▪ Injured Worker	<a href="#">105-040-0020</a>	Effective 02-08-05
▪ Kinds	<a href="#">105-040-0020</a>	Effective 02-08-05
▪ Open-Competitive Employment	<a href="#">105-040-0020</a>	Effective 02-08-05
▪ Order of Names	<a href="#">105-040-0020</a> , <a href="#">105-040-0030</a>	Effective 02-08-05 Effective 02-08-05
▪ Order of Use	<a href="#">105-040-0020</a> , <a href="#">105-040-0030</a>	Effective 02-08-05 Effective 02-08-05
▪ Related	<a href="#">105-040-0030</a>	Effective 02-08-05
▪ Removal from Lists	<a href="#">105-040-0020</a> , <a href="#">105-040-0030</a>	Effective 02-08-05 Effective 02-08-05
▪ Statewide Promotion	<a href="#">105-040-0020</a>	Effective 02-08-05
▪ Statewide Reemployment Layoff	<a href="#">105-040-0020</a> , <a href="#">50.025.01</a>	Effective 02-08-05 Effective 10-21-04
▪ Term of Eligibility	<a href="#">105-040-0020</a>	Effective 02-08-05
Lump-Sum Payments	<a href="#">20.005.10</a>	Effective 03-30-09

## M

Maintaining a Professional Workplace	<a href="#">50.010.03</a>	Effective 08-27-07
Malfeasance	240.555, <a href="#">70.000.02</a> <a href="#">70.005.02</a>	Effective 10-08-08 Effective 10-08-08
Management Service		
▪ Applicability of Rules and Policies	240.240	
▪ Appointment	240.570, <a href="#">105-040-0040</a> ,	Effective 07-23-03

## HRSD Rule and Policy Index

	<a href="#">105-040-0050</a>	Effective 02-08-05
▪ Classification	240.195(4), 240.250, <a href="#">30.000.01</a>	Effective 08-05-05
▪ Compensation	240.240, Division 20	
▪ Conversion of Merit Rating Scores	<a href="#">50.025.01</a>	Effective 10-21-04
▪ Defined	240.212, <a href="#">10.000.01</a> (60)	Effective 10-08-08
▪ Discipline	240.250, .575, <a href="#">70.000.02</a> , <a href="#">70.005.02</a>	Effective 10-08-08 Effective 10-08-08
▪ Dismissal/Removal	<a href="#">70.000.02</a> , <a href="#">70.005.02</a>	Effective 10-08-08 Effective 10-08-08
▪ Grievances	240.570, <a href="#">70.005.05</a> , <a href="#">70.000.10</a>	Effective 10-08-08 Effective 10-08-08
▪ Layoff	<a href="#">50.025.01</a>	Effective 10-21-04
▪ Leaves	Division 60	
▪ Performance Evaluation	<a href="#">50.035.01</a>	Effective 06-20-05
▪ Positions Included	240.212, .240	
▪ Recruitment and Selection	Division 40	
▪ Restoration upon Removal	<a href="#">50.030.01</a>	Effective 02-08-06
▪ Trial Service	<a href="#">40.065.01</a> <a href="#">105-040-0065</a>	Effective 09-08-06 Effective 05-01-07
▪ Trial Service Removals	<a href="#">40.065.01</a>	Effective 09-08-06
Mentoring – See Support of employee Participation in Mentoring Program	<a href="#">10.030.03</a>	Effective 11-30-04
Merit Increase	<a href="#">20.005.05</a>	Effective 10-21-04
Merit Pay System	240.235, <a href="#">20.005.05</a>	Effective 10-21-04
Merit Principles	240.010, .306(4), <a href="#">10.000.01</a>	Effective 10-08-08
Merit Rating (See Performance Evaluation) Merit System	240.395	
Suspension		
Military Leave		
▪ With Pay	<a href="#">60.000.25</a>	Effective 12-07-07
▪ Without Pay	<a href="#">60.000.11</a> <a href="#">60.000.25</a>	Effective 08-29-08 Effective 12-07-07
Minimum Qualifications	<a href="#">10.000.01</a> (65)	Effective 10-08-08
Moving Expenses	<a href="#">40.055.10</a> <a href="#">40.055.20</a>	Effective 03-09-07 Effective 03-09-07
<b>N</b>		
Nepotism	659A.309	
Notification		

## HRSD Rule and Policy Index

▪ Demotion	<a href="#">70.000.02</a> , <a href="#">70.005.02</a>	Effective 10-08-08 Effective 10-08-08
▪ Disciplinary Action	<a href="#">70.000.02</a> , <a href="#">70.005.02</a>	Effective 10-08-08 Effective 10-08-08
▪ Dismissal/Removal/Discharge	<a href="#">70.000.02</a> , <a href="#">70.005.02</a>	Effective 10-08-08 Effective 10-08-08
▪ Reduction of Salary	<a href="#">70.000.02</a> , <a href="#">70.005.02</a>	Effective 10-08-08 Effective 10-08-08
▪ Layoff/Removal	<a href="#">50.025.01</a> , <a href="#">70.000.02</a> , <a href="#">70.005.02</a>	Effective 10-21-04 Effective 10-08-08 Effective 10-08-08
▪ Suspension	<a href="#">70.000.02</a> , <a href="#">70.005.02</a>	Effective 10-08-08 Effective 10-08-08

### O

<a href="#">Office Closures</a>	<a href="#">60.015.01</a>	Effective 11-01-06
Official Representative	<a href="#">105-010-0011</a> , <a href="#">10.000.01</a> (70)	Effective 11-13-06 Effective 10-08-08
Olympic, World, or Pan American Events	243.325, .330, .335, <a href="#">60.000.10</a>	Effective 01-28-08
Open Meetings	Attorney General's Public Records and Meetings Manual	
Options, Layoff	<a href="#">50.025.01</a>	Effective 10-21-04
Order of Layoff	<a href="#">50.025.01</a>	Effective 10-21-04
Order of Applicant Lists, Types and	<a href="#">105-040-0020</a>	Effective 02-08-05
Overtime	<a href="#">20.005.20</a> , BOLI Handbook on Oregon Wages and Hour Laws	Effective 08-05-05

### P

Pan American, World, or Olympic Events	<a href="#">60.000.10</a>	Effective 01-28-08
Parental Leave Without Pay	<a href="#">60.000.15</a>	Effective 01-25-09
Pay	(See Compensation)	
Pay Line Exception	<a href="#">20.005.15</a>	Effective 10-21-04
Peace Corps Leave	236.040, <a href="#">60.000.12</a>	Effective 06-05-08
Penalties	240.990	
Performance Evaluation	<a href="#">50.035.01</a>	Effective 06-20-05
Permanent Appointment	240.306(4),.316, <a href="#">105-040-0040</a>	Effective 07-23-03
Personal Business Leave	240.551,	

## HRSD Rule and Policy Index

	<a href="#">60.000.10</a>	Effective 01-28-08
Personnel Action, Defined	<a href="#">10.000.01</a> (76)	Effective 10-08-08
Personnel Managers, Agency	240.160	
"Pick-up" of Employee Contributions to Retirement	<a href="#">105-020-0015</a>	Effective 05-01-03
Position		
▪ Allocation	240.215(2), <a href="#">30.000.01</a>	Effective 08-05-05
▪ Benchmarks	<a href="#">20.000.05</a>	Effective 08-12-98
▪ Changes	BAM Rule	
▪ Defined	<a href="#">10.000.01</a> (79)	Effective 10-08-08
▪ Description	<a href="#">30.000.01</a>	Effective 08-05-05
▪ FLSA Designation	<a href="#">20.005.20</a>	Effective 08-05-05
Pregnancy Leave Without Pay	<a href="#">60.000.15</a>	Effective 01-25-09
Pregnancy Transfer	<a href="#">40.045.01</a>	Effective 09-01-01
Pre-retirement Counseling Leave	<a href="#">60.000.10</a>	Effective 01-28-08
Prohibited Conduct	240.710	
Prohibition of Age Discrimination	<a href="#">105-040-0001</a>	Effective 11-04-08
Promotion	240.306(1)(7)	
▪ Defined	<a href="#">10.000.01</a> (83)	Effective 10-08-08
▪ Lists	<a href="#">105-040-0020</a>	Effective 02-08-05
▪ Rate of Pay on	<a href="#">20.005.10</a>	Effective 03-30-09
▪ Status on	<a href="#">40.065.01</a>	Effective 09-08-06
Public Disclosure	192.410 - .505, <a href="#">105-010-0016</a>	Effective 05-22-03
Public Employee, Assumption of Duties	236.610 - .650	

### Q

### R

Reallocation, Position	240.215(2), <a href="#">30.000.01</a>	Effective 08-05-05
▪ Effect on Incumbents	<a href="#">30.005.01</a>	Effective 12-26-05
▪ Rate of Pay on	<a href="#">30.005.01</a>	Effective 12-26-05
Reclassification of Positions		
▪ Aborted, Compensation for	<a href="#">30.005.01</a>	Effective 12-26-05
▪ Appeal	<a href="#">30.005.01</a>	Effective 12-26-05
▪ Effect on Incumbents	<a href="#">30.005.01</a>	Effective 12-26-05
▪ Effective Date	<a href="#">30.005.01</a>	Effective 12-26-05
▪ Legislative Review	291.371	
▪ Prohibited	240.217	
▪ Rate of Pay on	<a href="#">30.005.01</a>	Effective 12-26-05
Recognized Service Date	<a href="#">60.000.05</a> <a href="#">60.000.11</a>	Effective 11-19-07 Effective 08-29-08
Records and Reports	240.145(1)	

## HRSD Rule and Policy Index

▪ Charges for Records	<a href="#">105-010-0011</a>	Effective 11-13-06
▪ Confidentiality	<a href="#">105-010-0011</a>	Effective 11-13-06
▪ Custodian of Records	<a href="#">105-010-0011</a>	Effective 11-13-06
▪ Inspection of Records	<a href="#">105-010-0011</a>	Effective 11-13-06
▪ Personnel Folders	<a href="#">10.011.01</a>	Effective 01-11-08
▪ Position Classification	<a href="#">30.000.01</a>	Effective 08-05-05
▪ Public Information	<a href="#">105-010-0016</a>	Effective 05-22-03
▪ Records Exempt from Disclosure	<a href="#">105-010-0011</a>	Effective 11-13-06
▪ Recruitment and Selection Record Retention	<a href="#">40.010.01</a>	Effective 05-03-02
▪ Request for Records	<a href="#">105-010-0011</a>	Effective 11-13-06
▪ Retention Schedules	<a href="#">10.011.01</a>	Effective 01-11-08
Recruitment	240.306, .392. <a href="#">105-040-0010</a>	Effective 02-08-05
▪ Affirmative Action	<a href="#">105-040-0001</a>	Effective 11-04-08
▪ Delegation	<a href="#">105-040-0010</a>	Effective 02-08-05
▪ Equal Opportunity	<a href="#">105-040-0001</a>	Effective 11-04-08
▪ Length of Recruitment Periods	<a href="#">105-040-0010</a>	Effective 02-08-05
▪ Order of List	<a href="#">105-040-0030</a>	Effective 02-08-05
Red Cross Disaster Relief Services Leave	<a href="#">60.000.12</a>	Effective 06-05-08
Reduction of Salary		
▪ Classified Unrepresented Employees	240.555, .560	
▪ Management Service Employees	240.560, .570	
Reemployment	240.316(3), <a href="#">105-040-0080</a>	Effective 07-23-03
Regular Employee	240.015(8), .316, .425	
Relocation Allowance	<a href="#">40.055.10</a> <a href="#">40.055.20</a>	Effective 03-09-07 Effective 03-09-07
Regular Status	240.250, .316, .425, <a href="#">40.065.01</a>	Effective 09-08-06
Removal/Layoff	<a href="#">50.025.01</a>	Effective 10-21-04
Removal from Lists	(See Lists)	
Removal from Management Service	<a href="#">70.000.02</a>	Effective 10-08-08
Removal, Trial Service	240.410, .570(3), <a href="#">40.065.01</a>	Effective 09-08-06
Reports and Records	(See Records and Reports)	
Represented Position	<a href="#">10.000.01</a> (99)	Effective 10-08-08
Restoration upon Termination	240.570(1), <a href="#">50.030.01</a>	Effective 02-08-06
Retirement	237.075	
▪ Counseling Leave	<a href="#">60.000.10</a>	Effective 01-28-08
▪ "Pick-up" of Employee Contributions to Retirement	<a href="#">105-020-0015</a>	Effective 05-01-03
Return to State Service	<a href="#">105-040-0080</a>	Effective 07-23-03
Return to Work of Injured Workers	659.412, .415, .420,	

## HRSD Rule and Policy Index

	<a href="#">50.020.03</a>	Effective 03-05-08
Review, Legislative	291.371	
Rules	240.145(3)(5), .250, <a href="#">105-001-0000</a>	Effective 11-13-06

**- S**

Salary Adjustment	<a href="#">20.005.05</a> , <a href="#">20.005.10</a>	Effective 10-21-04 Effective 03-30-09
Salary Eligibility Date	<a href="#">20.005.10</a>	Effective 03-30-09
Salary Increase	(See Merit Increase)	
Salary Plan Changes, Legislative Review	291.371	
Salary Plans, Exempt Service	240.245	
Salary Plans, Management Service	240.240	
Salary Plans, Unclassified Service	240.240	
Salary Range	<a href="#">10.000.01</a> (102), <a href="#">20.005.05</a> , <a href="#">20.005.10</a> <a href="#">20.005.15</a>	Effective 10-08-08 Effective 10-21-04 Effective 03-30-09 Effective 10-21-04
Salary Reduction	<a href="#">20.005.10</a> , <a href="#">70.000.02</a> , <a href="#">70.005.02</a>	Effective 03-30-09 Effective 10-08-08 Effective 10-08-08 Effective 10-08-08
Salary, Step	<a href="#">10.000.01</a> (104), <a href="#">20.005.10</a>	Effective 10-08-08 Effective 03-30-09
School-to-Work: Career-Related Learning	<a href="#">40.025.05</a>	Effective 11-26-99
Search and Rescue Leave	<a href="#">60.000.12</a>	Effective 06-05-08
Seasonal Appointment/Employee/Position Generally	240.316(1), .425	
▪ Salary Increases	<a href="#">20.005.05</a> , <a href="#">20.005.10</a>	Effective 10-21-04 Effective 03-30-09
▪ Seasonal Employee Layoff	<a href="#">50.025.01</a>	Effective 10-21-04
▪ Term of Eligibility on Agency Layoff		
▪ List	<a href="#">105-040-0020</a>	Effective 02-08-05
▪ Trial Service	<a href="#">40.065.01</a>	Effective 09-08-06
Selection, Employee	240.306, .392, .393, <a href="#">105-040-0010</a>	Effective 02-08-05
Separation		
▪ Discipline	<a href="#">70.000.02</a> , <a href="#">70.005.02</a>	Effective 10-08-08 Effective 10-08-08
▪ Executive Service	<a href="#">40.035.01</a>	Effective 01-01-06
▪ Layoff	<a href="#">50.025.01</a>	Effective 10-21-04
▪ Restoration	<a href="#">50.030.01</a>	Effective 02-08-06
▪ Retirement	237.001 - .980	
Service Credit	<a href="#">50.025.01</a>	Effective 10-21-04

## HRSD Rule and Policy Index

Sexual Assault	<a href="#">50.010.04</a>	Effective 11-19-08
Sick Leave With Pay	<a href="#">60.000.01</a>	Effective 12-06-06
Sick Leave Without Pay	<a href="#">60.000.11</a>	Effective 08-29-08
Six Month Salary Increase	<a href="#">20.005.05</a> , <a href="#">20.005.10</a>	Effective 10-21-04 Effective 03-30-09
Smoke-Free Workplace	<a href="#">105-050-0006</a>	Effective 05-01-03
Special Salary Increase	<a href="#">20.005.05</a>	Effective 10-21-04
Specification, Class	240.215(1), <a href="#">20.000.01</a>	Effective 08-24-01
Stalking	<a href="#">50.010.04</a>	Effective 11-19-08
State Employees, Maximum Number of	240.185	
Status, Employee	240.316(1)(2), .321(2). <a href="#">40.065.01</a>	Effective 09-08-06
State Service	240.015(9)	
Statutorily Required Leaves with and without Pay	<a href="#">60.000.12</a>	Effective 06-05-08
Step, Salary	(See Salary, Step)	
Suggestion Program	182.320 - .360, Employee Suggestion Award Program Policies	
Support of Employee Participation in Mentoring Program	<a href="#">10.030.03</a>	Effective 11-30-04
Suspension		
▪ Classified Unrepresented Employees	240.555,.560 <a href="#">70.005.02</a>	Effective 10-08-08
▪ Management Service Employees	240.570, <a href="#">70.000.02</a>	Effective 10-08-08
Suspension of Merit System	240.395	

- T -

Telecommuting	<a href="#">50.050.01</a>	Effective 08-01-08
Temporary Appointment	(See Temporary Employees)	
Temporary Assignment, Work Out of Class	<a href="#">20.005.10</a>	Effective 03-30-09
Temporary Employees	240.309, <a href="#">105-040-0040</a> , <a href="#">40.025.01</a>	Effective 07-23-03 Effective 12-06-06
Temporary Interruption of Employment	<a href="#">60.015.01</a>	Effective 11-01-06
Tests	(See Examinations)	
Trainees (See Underfill)	240.306(6), <a href="#">105-040-0070</a>	Effective 02-08-05
Training	(See Development, Employee)	

## HRSD Rule and Policy Index

Transfer	240.316(4)	
▪ Functions of Another Public Employer	236.610 - .650	
▪ Generally	<a href="#">40.045.01</a>	Effective 09-01-01
▪ Pay	<a href="#">20.005.10</a>	Effective 03-30-09
▪ Pregnancy	<a href="#">40.045.01</a>	Effective 09-01-01
▪ Status	<a href="#">40.065.01</a>	Effective 09-08-06
Transition of Agency Head	<a href="#">50.060.01</a>	Effective 12-26-05
Trial Service	240.316(1),.410, .570(3), <a href="#">40.065.01</a> , <a href="#">50.035.01</a>	Effective 09-08-06 Effective 06-20-05

### - U -

Unclassified Service	<a href="#">10.000.01</a> (121)	Effective 10-08-08
▪ Compensation	240.240, Division 20	
▪ Employment and Termination	<a href="#">40.035.01</a>	Effective 01-01-06
▪ Executive Service Positions	(See Executive Service)	
▪ Exemption From Personnel Rules and Policies	240.240	
▪ Positions, Filling With Personnel	240.570, <a href="#">40.055.01</a>	Effective 01-17-06
▪ Positions Included	240.205, .207	
Underfilling	<a href="#">105-040-0070</a>	Effective 02-08-05
Unfitness	240.555, <a href="#">70.000.02</a> , <a href="#">70.005.02</a>	Effective 10-08-08 Effective 10-08-08
Unlawful Acts	240.710	
Unrepresented Positions	<a href="#">10.000.01</a> (123)	Effective 10-08-08

### V

Vacation Leave	<a href="#">60.000.05</a>	Effective 11-19-07
Veterans' Preference	408.230, .235 <a href="#">105-040-0015</a>	
Voluntary Demotion	<a href="#">20.005.10</a> , <a href="#">10.000.01</a> (124)	Effective 03-30-09 Effective 10-08-08
Verification of Employee Authorization to Work in the United States	INS Handbook for Employers	
Violence-Free Workplace	<a href="#">50.010.02</a>	Effective 02-01-01

### W

Weather, Inclement	<a href="#">60.015.01</a>	Effective 06-13-05
Whistle blowing	659A.200–659A.224	



## HRSD Rule and Policy Index

Withholding, Salary Increase	<a href="#">20.005.05</a>	Effective 10-21-04
Work Out of Class, Compensation	<a href="#">20.005.10</a>	Effective 03-30-09
Workers' Compensation, Sick Leave Use	<a href="#">60.000.01</a>	Effective 12-06-06
Workers (Injured), Return to Work	<a href="#">50.020.03</a>	Effective 03-05-08
World, Pan American, or Olympic Events Leave	<a href="#">60.000.12</a>	Effective 06-05-08