

Guidance for HR Administrative Rule 3.03
Limited Term Positions and Limited Duration Appointments
Revised November 4, 2011

Issue

Ensuring use of appropriate Employee Group codes for employees appointed to Limited Term positions.

Definitions

See BHR Administrative Rules 3.03 - Types of Appointments: Sections on Limited Term positions and Limited Duration appointments.

Limited Term Position:

A limited term position is a position that has been approved and established by the Bureau of Human Resources for a specific and finite period of time to allow coverage for specific needs related to grants, one-time funds, and special projects. A limited term position shall not exceed two (2) years except for the extension of grants or funding from outside sources.

Limited Duration Appointment:

A Limited Duration appointment is an appointment to:

1. an identified classification through the Civil Service Process; and
2. to a permanent budgeted position that is vacant due to the incumbent's leave of absence and when the replacement employee's services will be needed for a period of two years or less; or
3. a Limited Term position identified for a project with a defined time frame. For purposes of this Administrative Rule, a project is defined as a specific work assignment intended for a limited term with an identifiable end point not to exceed two years.

Please note: "limited term" describes a type of position, and "limited duration" describes a type of status for an employee and an employee group.

Application of Rules – Use of SAP Employee Groups

Initial Appointments:

In order to comply with Chapter 3.03 of the BHR Administrative Rules, Section on Limited Duration appointments, applicants hired to fill limited term positions in a *non-represented* classification as their initial appointment can only be appointed as employee group 5 – Limited Duration or 7 – Temporary*. Applicants hired to fill limited term positions in *represented* classifications as their initial appointment may be appointed as employee group

1 – Regular or 7 - Temporary*, with the exception of appointments to COPPEA-represented positions. The COPPEA contract allows for specific COPPEA “limited duration” appointments for initial appointments in City service.

Initial appointment as City of Portland employee to limited term position through Civil Service Exam process:			
<u>Description Group</u>	<u>Non-Rep Positions</u>	<u>COPPEA Positions</u>	<u>Other Represented Positions</u>
Employee Group	5 – Limited Duration	1 – Regular or 5 – Limited Duration	1 – Regular

*Temporary appointments may be made to limited term positions per HR Administrative Rule 3.04 on Temporary Appointments, or applicable bargaining contract. Temporary appointments should be used to fill limited term positions with a term of one year or less.

Bureau to process a New Hire action for an employee not in SAP or a Rehire action for an employee already in SAP. Open link to view the Action-Reason code description <http://saprwd.rose.portland.local/gm/folder-1.11.38901?originalContext=1.11.31177>.