

Clyde Saiki, Chief Administrative Officer
Authorized Signature

Number: AS-PT-04-004
Issue Date: April 16, 2004

Topic: Agency-wide Policy

Transmitting (check the box that best applies):

- New Policy
 Policy Change
 Policy Clarification
 Executive Letter
 Administrative Rule
 Manual Update
 Other: _____

Applies to (check all that apply):

- All DHS employees
 County Mental Health Directors
 Area Agencies on Aging
 Health Services
 Children, Adults and Families
 Seniors and People with Disabilities
 County DD Program Managers
 Other (please specify):

Policy/Rule Title:	Pay Practices		
Policy/Rule Number(s):	AS-060-029	Release No:	1.0
Effective Date:	12/22/2003	Expiration:	
References:			
Web Address:	http://www.dhs.state.or.us/policy/admin/hr/060_029.htm		

Discussion/Interpretation: DHS has adopted the DAS policy on pay practices that outlines standards for administration of pay. The DHS Pay Practices procedure covers requests for special hiring rates of pay, re-employment, short-term work out of class pay, leadwork, bi-lingual and team lead differentials. The policy, procedures and accompanying forms were developed to implement a consistent practice throughout the department.

Implementation/Transition Instructions: Supervisors and managers must begin using the new procedures to make requests for special rates of pay.

Training/Communication Plan: Staff in the Office of Human Resources (OHR) have been advising supervisors and managers of the new process and forms as instances of special rates of pay have been requested. This transmittal provides formal announcement of the policy, procedures and forms to supervisors and managers.

Local/Branch Action Required: Follow the Pay Practices procedure for making special rates of pay requests to the OHR.

Central Office Action Required: The OHR staff will process requests for special rates of pay, review and update the policy and procedures as necessary and respond to questions and concerns.

Field/Stakeholder review: Yes No

If yes, reviewed by: OHR external policy review team and DHS Administrative Services policy team.

Filing Instructions: No paper copies are distributed for filing. DHS Agency-wide policies are located on the DHS web site at <http://www.dhs.state.or.us/policy/admin/>

If you have any questions about this policy, contact:

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