

Number: AS-PT-06-013

Issue Date: 10/12/2006

Authorized Signature _____

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):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> Other (please specify): SEIU, AFSCME, Unclassified Unrepresented, Management Service, & Executive Service. |

Policy/Rule Title:	Paid Leave for Job Interviews		
Policy/Rule Number(s):	AS-060-016	Release No:	2
Effective Date:	9/15/2006	Expiration:	
References:	DAS policy – 60.000.10/SEIU 7-1-04 Letter of Agreement		
Web Address:	http://www.dhs.state.or.us/policy/admin/hr/060_016.htm		

Discussion/Interpretation: The change in policy is to reflect the changes that occurred with the SEIU Letter of Agreement, clarify the AFSCME Central Table Agreements, and clarify DAS policy.

Implementation/Transition Instructions: The restriction on the number of hours an employee may interview for a DHS position has been lifted. Interview time will include the travel time. Interview time for other state agencies is limited to 2 hours. Implement policy immediately, and managers should share information with all staff on the policy update.

Training/Communication Plan: This policy transmittal provides formal announcement of the policy. No training is planned or required.

Local/Branch Action Required: DHS Managers are to review policy with staff.

Central Office Action Required: Respond to questions or concerns, review the policy and procedures annually and update as necessary.

Field/Stakeholder review: Yes No

If yes, reviewed by: DHS Human Resource Managers

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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