



LEGISLATIVE ADMINISTRATION

Employee Services

Date: December 1, 2025
To: Members of the Joint Legislative Administration Committee
From: Brett Hanes, Legislative Administrator
Subj: Proposed Legislative Branch Personnel Rule Changes Summary

Below is a summary of recommended edits, changes, and updates to the Legislative Branch Personnel Rules to update language, correct grammatical errors or citations, ensure compliance with state or federal law, and to reflect current Legislative Branch practices and procedures.

Blue type indicates updates that are specific to changes in the law.

Rule 1: General Provisions:

- Section (5)(b): Update *Application of certain labor laws* to correct citations.
- Section (7)(a): Update *Time records* to correct citations.

Rule 4: Compensation and Salary Administration (Rule does not apply to Members):

- Update language in section (28) *Differentials*, subsection (f) *Language differential* to comply with changes in the law, ORS 243.650.
- Add *Section (32) Deduction from employees' wages* to comply with changes in the law, ORS 243.650.

Rule 6: Recruitment and Selection (Rule does not apply to Members):

Combine Rule 6 and Rule 20 under one single LBPR, Rule 6, for ease of reference and locating information and to ensure consistent application of Legislative Branch personnel rules.

This will also require the Repeal of Rule 20: Pre-hire and Promotional Screenings

- Remove Underfill language in section (2)(c), (A) to (B) *Methods for recruitment and filling vacancies* and add to *New LBPR 7: Workforce and Professional Development*.
- Update language in section (3) *Job announcements* and rename to (3) *Recruitment announcements* to clarify content and language required in recruitment postings.
- Update language in section (4) *Selection process for open competitive and limited internal recruitments*, subsection (c) to (f).
- Update language in section (5) *Veteran's Preference*, subsection (a) to comply with changes in the law, ORS 408.235.
- Add new sections (6) *Interviews*; (7) *Reference Checks*; Move *Confirmation* into section (8) *Confirmation, terms, and acceptance of appointment*.
- Renumber section (9) *Documentation of hiring decision*.
- Add new section (10) *Onboarding*.

- Add section (11) *Introductory period* to reflect current Legislative Branch policies and rules.
- Renumber existing section (12) *At-will status* and update language to set clear expectations and to ensure compliance with and consistent application of personnel rules.

NEW Rule 7: Workforce and Professional Development (does not have member applicability language)

Create new Rule 7: Workforce and Professional Development and combine with Rule 25: Job Rotation under one single LBPR, Rule 7, to provide a uniform process to support employees seeking to enhance their professional skills related to their current legislative position or to participate in job-related development activities. This new rule will clarify eligibility, qualifying conditions, application requirements, and processes to ensure consistent application.

This will also require confirmation of a new Rule 7: Workforce and Professional Development and the Repeal of Rule 25: Job Rotation.

Rule 9: Corrective Action and Discharge (does not have member applicability language)

- Update rule applicability language (1) *At-will employment status* to include interns, externs, and volunteers.
- Update language (2) *Corrective action*, subsection (b), (A) to (D), to clarify options and steps for progressive discipline and ensure consistent application of the rule.
- Add section (3) *Introductory period*.

Rule 15 – Family Medical Leave – OFLA (does not have member applicability)

- Update language to comply with changes in the law, ORS 659A.150 – 659A.186, OAR 839-009-0200 – 839-009-0320.

Rule 16: Leaves (does not have member applicability)

- Add language in *PAID LEAVE OREGON*. Section titled *Use of leave and Paid Leave Oregon Benefits*, subsection (2) and (3) to comply with changes in the law, ORS 657B.060.
- Renumbered sections in *PERSONAL BUSINESS LEAVE*.
- Update language in *SICK LEAVE*. Section titled *Paid sick leave*, subsection (5) *Notifications (c) Foreseeable or planned absences*, to comply with changes in the law, ORS 657B.060.
- Add language in *SICK LEAVE*. Section titled *Paid leave*, section (8) to comply with changes in the law, ORS 653.616.
- Update language in *SICK LEAVE*. Section titled *Paid sick leave*. Subsection (10) *Medical verification and certification* consistent with changes in the law, ORS 657B.060.
- Update language in *VACATION*. Section (1) *Monthly accrual*, subsection (f) *Partial month accrual*, to add schedule change as an additional reason to prorate vacation accruals.
- Add language in *VACATION*. Section (5) *Illness during vacation leave* to comply with changes in the law ORS 657B.060.
- Renumbered *VACATION*, Sections (6) to (12).

LBPR 20: Prehire and Promotional Screenings (does not have member applicability language)

Combine Rule 20: Pre-hire and Promotional Screenings under one single LBPR, Rule 6: Recruitment and Selection, for ease of reference and locating information and to ensure consistent application of Legislative Branch personnel rules.

This will also require the Repeal of Rule 20: Pre-hire and Promotional Screenings

Rule 25: Job Rotation (does not have member applicability language)

Combine Rule 25: Job Rotation and Rule 7: Workforce and Professional Development under one single LBPR, Rule 7, for ease of reference and locating information and to ensure consistent application of Legislative Branch personnel rules.

This will also require the Repeal of Rule 25: Job Rotation

Rule 29: Building or Office Closure or Curtailment (does not have member applicability language)

- Update language in section (7) *Leave*, to correct reference to applicable LBPR.