

Legislative Fiscal Office

Ken Rocco
Legislative Fiscal Officer

Daron Hill
Deputy Legislative Fiscal Officer



900 Court Street NE
H-178 State Capitol
Salem, Oregon 97301
503-986-1828

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Limited Duration Positions

A limited duration position (LD) is one of five general categories of state positions: permanent full-time, permanent part-time, seasonal, academic, and LD.¹ A LD position can be either full- or part-time. For the 2013-15 biennium, there are approximately 754 LD positions out of a total number of 40,264 budgeted positions (1.9%).

A LD position is used when the agency has additional work that cannot be absorbed by current staff over the short-term of two years or less (one biennium). Another reason for LD positions is that the Legislature may like the opportunity to review the position or program performance before making the position permanent. Depending on the nature of the position or program, LDs can be extended beyond one biennium with additional action by either the Legislature or the Department of Administrative Services.

LDs can either be established by the Legislature or Emergency Board or administratively by an agency. LD positions are budgeted almost identically to permanent positions, except that at the end of each biennium a LD position automatically phases-out and is removed from the budget for the next biennium. If the need continues to exist, the LD position can be re-requested for the next biennium.

LDs are often funded with one-time sources of revenues. These include either: agency budget savings (e.g., vacancy or services and supplies savings); grants, gifts, or donations; or bond/certificates of participation proceeds. However, permanent sources of revenue can also be used to fund a LD (e.g., fees, General Fund, etc.).

The hiring of a LD position follows the same process as a permanently funded position. A position description is written and a classification analysis is conducted by the Department of Administrative Services. LDs follow the same classifications, salary ranges, and steps as permanent full-time and part-time positions. A LD also receives medical and retirement benefits and is eligible to receive accruals of sick, vacation, and personal leave. LD positions are included in statewide position and full-time equivalent counts and are included in the calculation required by ORS 240.185, which limits the number of state employees to 1.5% of the state's population.

A temporary employee, as opposed to a LD, is used to perform specific functions and to meet emergency, nonrecurring, or short-term workload needs. There is no budgeted position for a temporary employee. The amount of time a temporary employee can work is generally limited to six months out of each 12-month period. Temporary employees are not eligible for flexible benefits (e.g., health insurance), but retirement contributions are paid for individuals who are employed as temporaries for more than six months.

¹ Also see the Legislative Fiscal Office Budget Information Report, "How Positions are Created, Budgeted, and Used" (June 2008). Publications are available on the Legislative Fiscal Office website at www.oregonlegislature.gov/lfo