

Personnel Area		
SAP Code	General Description	SAP Text
1010	Bureau of Environmental Services	Environmental Services
1020	Portland Fire and Rescue	Fire and Rescue
1030	Office of Government Relations	Government Relations
1040	Portland Housing Bureau	Housing
1050	Commissioner Position #1 - (Fritz)	Comm #1
1060	Commissioner Position #2 - (Fish)	Comm #2
1070	Commissioner Position #3 - (Saltzman)	Comm #3
1080	Commissioner Position #4 - (Novick)	Comm #4
1090	Office of the City Attorney	Attorney
1100	Office of the City Auditor	City Auditor
1120	Portland Bureau of Transportation	Transportation
1130	Portland Water Bureau	Water
1140	Bureau of Planning and Sustainability	Planning and Sustainability
1150	Bureau of Police	Police
1160	Portland Parks and Recreation	Parks
1170	Office of Neighborhood Involvement	Neighborhood Involvement
1180	Office of the Mayor	Mayor
1190	Portland Bureau of Emergency Management	Emergency Management
1200	Bureau of Emergency Communications	Emergency Communications
1210	Bureau of Development Services	Development Services
1230	Bureau of Fire and Police Disability and Retirement Fund	FPDR
1240	OMF-Human Resources	OMF-Human Resources
1250	OMF-BTS	OMF-BTS
1260	OMF-BIBS	OMF-BIBS
1275	OMF-Bureau of Revenue & Finance	OMF-BRAF
1290	OMF-Office of Chief Administrative Officer	OMF-CAO
1310	Office of Equity and Human Rights	Equity & Human Rights Office
1320	City Budget Office	City Budget Office

Personnel Subarea		
SAP Code	General Description	SAP Text
3000	Non Represented	Non Rep
3050	Portland Fire Fighters' Association	PFFA
3060	Portland Police Association	PPA
3070	Portland Police Commanding Officers Association	PPCOA
3080	AFSCME, Local 189-2 - BOEC	AFSCME BOEC
3090	Laborers', Local 483 - Recreation Employees	Rec Laborers
3110	City of Portland Professional Employees Association	COPPEA
3130	Laborers', Local 483 - Seasonal Maintenance Workers	SMW Laborers
3150	District Council of Trade Unions (DCTU) - AFSCME, Local 189	DCTU-AFSCME
3170	District Council of Trade Unions (DCTU) - Laborers' International Union, Local 483	DCTU-Laborers
3190	District Council of Trade Unions (DCTU) - IBEW, Local 48	DCTU-IBEW
3210	District Council of Trade Unions (DCTU) -Machinists and Aerospace Workers, District Lodge 24, Local #63	DCTU-Mach 63
3230	District Council of Trade Unions (DCTU) - Auto Mechanics, District Lodge 24, Local 1005	DCTU-Mech 1005
3250	District Council of Trade Unions (DCTU) - Operating Engineers, Local 701	DCTU-OpEng
3270	District Council of Trade Unions (DCTU) - Plumbers, Local 290	DCTU-Plumbers
3290	District Council of Trade Unions (DCTU) - Painters and Allied Trades, District Council 5	DCTU-Painters
3300	AFSCME, Local 189-3 Housing	AFSCME 189-3

Employee Group				
SAP Code	General Description	SAP Text	Definition	Positive/Negative Time Reporting
1	Regular	Regular	Permanently appointed to an authorized permanent position in accordance with HR Administrative Rules and/or applicable collective bargaining agreement. Eligible for City-paid benefits. Maintains layoff rights under Administrative Rule for Layoff & Recall and/or applicable collective bargaining agreement.	Both FT-Neg, PT-Pos
3	Casual in Casual Job	Casual	Appointed as a seasonal/casual employee to an unbudgeted position in accordance with HR Administrative Rules for seasonal appointments, and/or applicable collective bargaining agreement. Limited to "seasonal/casual" occupational titles as specified by ordinance and/or the official compensation plan. Limited to 1200 hours in a calendar year. Serves at will, and has no appeal rights upon demotion, suspension or termination from class. Does not hold permanent status in the classification. Entitled to holiday pay if appointed at least two weeks prior to the holiday and is in pay status the scheduled workdays preceding and following the holiday. Not eligible for City-paid benefits except may be eligible for retirement benefits in accordance with retirement system guidelines.	Positive
4	Casual in Classified Job	Casual Other	Appointed as a seasonal/casual employee to a classified or exempt from charter classification, filling an unbudgeted position in accordance with HR Administrative Rules for seasonal appointments, and/or applicable collective bargaining agreement. Limited to 1200 hours in a calendar year (860 hours for DCTU job classifications). Does not hold permanent status in any classification. Not eligible for reemployment under the Administrative Rules on Reinstatement or Layoff and Recall, and/or applicable collective bargaining agreement, and does not have bumping rights. Serves at will, and has no appeal rights upon demotion, suspension, or termination from class. Entitled to holiday pay if appointed at least two weeks prior to the holiday and is in pay status the scheduled workdays preceding and following the holiday. Not eligible for City-paid benefits except may be eligible for retirement benefits in accordance with retirement system guidelines.	Positive
5	Limited Duration	Limited Duration	Appointed to an authorized permanent or limited term position as a limited duration employee in accordance with HR Administrative Rules and/or applicable collective bargaining agreement. (Not to exceed 24 months without prior BHR approval for extension, (36 months for COPPEA).) Not eligible for reemployment under the Administrative Rule on Reinstatement or Layoff and Recall, and/or applicable bargaining agreement, and does not have bumping rights, serves at-will. Eligible for City-paid benefits.	Both FT-Neg, PT-Pos
7	Temp (Budgeted)	Temp (Budgeted)	Temporarily appointed to an authorized permanent or limited term position in accordance with HR Administrative Rules for temporary appointments, and/or applicable collective bargaining agreement. (Initial temporary appointment beyond 30 days requires prior BHR approval. Not to exceed one year without prior BHR approval for extension.) Does not hold permanent status in any classification. Not eligible for reemployment under the Administrative Rules on Reinstatement or Layoff and Recall, and/or applicable collective bargaining agreement, and does not have bumping rights. Serves at will, and has no appeal rights upon demotion, suspension, or termination from class. Fills a budgeted or limited-term position as a full-time employee for a specified period of time. Eligible for City-paid benefits.	Both FT-Neg, PT-Pos

SAP Code	General Description	SAP Text	Definition	Positive/Negative Time Reporting
B	Working Retiree - Benefit Eligible	Work Ret - Ben Elig	Appointed to an authorized permanent or limited term position. Employment shall not exceed 1039 hours in any one calendar year. (Requires prior BHR approval.) Reemployment shall be to a classification in which the employee held permanent status. Not eligible for annual salary increases other than Cost of Living Adjustments. Serves at will. Does not hold permanent status in the classification. Does not have seniority rights for purposes of Layoff & Recall and does not have bumping rights. Retired from a benefits eligible position, in which they held permanent status, and did not have a break in service. Entitled to holiday pay if appointed at least two weeks prior to the holiday and is in pay status the scheduled workdays preceding and following the holiday. Eligible for City-paid medical/vision/dental benefits for the first 1039 hours after retirement without a break in service.	Positive
C	Working Retiree - Non-Benefit Eligible	Work Ret - Non Ben	Appointed to an authorized permanent, limited term, or unbudgeted position. Employment shall not exceed 1039 hours in any one calendar year. (Requires prior BHR approval.) Reemployment shall be to a classification in which the employee held permanent status. Not eligible for annual salary increases other than Cost of Living Adjustments. Does not hold permanent status in any classification. Not eligible for reemployment under the Administrative Rules on Reinstatement or Layoff and Recall, and/or applicable collective bargaining agreement, and does not have bumping rights. Serves at will. Does not hold permanent status in the classification. Entitled to holiday pay if appointed at least two weeks prior to the holiday and is in pay status the scheduled workdays preceding and following the holiday. Not eligible for City-paid benefits.	Positive
D	At-Will-Employees	At-Will	Appointed to an authorized permanent or limited term position. Serves at will. Does not hold permanent status in the classification. Eligible for City-paid benefits.	Both FT-Neg, PT-Pos
E	Elected Official	Elected Official	Elected to a full-time position. Does not hold permanent status in the classification. Exempt from vacation & sick leave accruals. Eligible for City-paid benefits.	Both FT-Neg, PT-Pos
F	Executive Regular & At-Will	Executive	<u>Regular</u> - Currently includes only those Bureau Directors who have been "grandfathered" in classified service (Regular.) Eligible for benefits and paid leaves, prorated for less than full time. Receive additional vacation carry over (maximum of 36 months - Per HRAR 6.03.). Use ESG (Time needs to know due to varying vacation schedules) and ESG to indicate 12. Regular FT Exempt or 13. At-Will FT Exempt.	Both FT-Neg, PT-Pos
F		Executive	<u>At-Will</u> - Bureau Directors and specific premium pay classification employees who receive additional vacation carry over (maximum of 36 months - per HRAR 6.03.) Currently includes Bureau Directors hired after 12/31/2000 that are exempt from classified service (At-Will) and those employees assigned to one of four premium pay classifications. Eligible for benefits and paid leaves, prorated for less than full time. Use ESG (Time needs to know due to varying vacation schedules) and ESG to indicate 12. Regular FT Exempt or 13. At-Will FT Exempt.	Both FT-Neg, PT-Pos

Employee Subgroup				
SAP Code	General Description	SAP Text	Definition	Positive/Negative Time Reporting
1	Full Time FLSA Covered - Negative	FT Covered - Negative	Full-time - 72 - 80 hours per pay period (Firefighters - 80 - 106 hours) FLSA covered Eligible for OT	Negative
2	Full Time FLSA Covered - Positive	FT Covered - Positive	Full-time - 72 - 80 hours per pay period (Firefighters - 80 - 106 hours) FLSA covered Eligible for OT	Positive
3	Full Time FLSA Exempt - Negative	FT Exempt - Negative	Full-time - 72 - 80 hours per pay period FLSA exempt Not eligible for OT	Negative
18	Full Time FLSA Exempt - Positive	FT Exempt - Positive	Full-time - 72 - 80 hours per pay period FLSA exempt Not eligible for OT	Positive
4	Full-time FLSA Exempt - OT Eligible - Negative	FT Exempt OT - Neg	Full-time - 72 - 80 hours per pay period FLSA exempt These are employees in specific FLSA exempt job classifications who may become eligible for overtime in certain circumstances.	Negative
19	Full-time FLSA Exempt - OT Eligible - Positive	FT Exempt OT - Pos	Full-time - 72 - 80 hours per pay period FLSA exempt These are employees in specific FLSA exempt job classifications who may become eligible for overtime in certain circumstances.	Positive
6	Part Time FLSA Covered - Positive	PT Covered - Positive	Part Time - =>40 =<72 hours per pay period (BOEC - =>38 - =>75.99 hours) FLSA Covered Eligible for OT	Positive
20	Part time FLSA Exempt Positive	PT Exempt - Positive	Part time FLSA exempt =>40 =<72 hours per pay period Not Eligible for OT	Positive
21	Part-time FLSA Exempt - OT Eligible Positive	PT Exempt OT - Pos	Part time - =>40 =<72 hours per pay period FLSA exempt These are employees in specific FLSA exempt job classifications who may become eligible for overtime in certain circumstances.	Positive

10	Less than half hours - FLSA Covered - Positive	Less 1/2 Covered - Pos	Less than 1/2 Employee - <40 hours per pay period (BOEC - <38) FLSA covered Eligible for OT	Positive
22	Less than half hours - FLSA Exempt - Positive	Less 1/2 Exempt - Pos	Less than 1/2 Employee - <40 hours per pay period FLSA exempt Not Eligible for OT	Positive
12	Executive Regular Full Time Exempt - Negative	Exc Reg FT Exmpt Neg	Full-time - 72 - 80 hours per pay period Used with Executive EG only - Negative	Negative
13	Executive At-Will Full Time Exempt - Negative	Exc AtWill FT Exm Ng	Full-time - 72 - 80 hours per pay period Used with Executive EG only - Negative	Negative
15	Job Share Covered - Negative	JS Covered - Negative	50% of established FT schedule FLSA covered Eligible for OT	Negative
16	Job Share Exempt - Negative	JS Exempt - Negative	50% of established FT schedule FLSA Exempt Not Eligible for OT	Negative
17	Job Share Exempt OT - Negative	JS Exempt OT - Neg	50% of established FT schedule FLSA Exempt These are employees in specific FLSA exempt job classifications who may become eligible for overtime in certain circumstances.	Negative