

## MANUAL OF PERSONNEL RULES, PRACTICES, AND PROCEDURES

SECTION:	3.00
<b>Employme</b>	ent Practices

SUBJECT: 3.10
Acting Assignments

SUPERSEDES: January 24, 1995

NEW EFFECTIVE DATE: October 1, 1995

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APPROVED BY CITY MANAGER:

I. Scope

This policy covers acting assignments in the following cases:

- A. When a position is vacant and is scheduled to be filled by a regular full-time or part-time employee after completion of the recruitment process. In such cases, a short-term acting assignment may be made pending completion of the recruitment.
- B. When a position is temporarily vacant, although filled by a regular employee, because the regular employee is on extended medical leave, on-duty injury leave, maternity leave, military leave, or other approved leave of absence. In such cases, a short-term acting assignment may be made pending the return of the regular employee.

This policy does not cover other "acting" arrangements, specifically:

- C. Short-term assignments, without additional compensation, made to assure there is someone with authority to act on behalf of an officer who is absent from his/her duties due to vacation, illness, out-of-town business, or otherwise temporarily unavailable.
- D. Out-of-classification assignments, with or without added compensation, to provide training opportunities and to assure there is someone to carry out an officer/employee's duties who is absent from his/her duties due to vacation, illness, or out-of-town on business. Additional compensation, if any, is accomplished by a time roll notation.
- E. Situations where there is a vacant management level position and no acting assignment can be made, the City Manager may authorize out-of-class compensation to a management level employee for assuming additional respossibility. The employee temporarily assuming the position may, at the discretion of the City Manager, receive additional compensation up to 20% above their current rate of pay, not to exceed the control rate for the higher level position.

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## II. Purpose

Acting assignments, as used herein, are short-term upgrades to higher classified positions to assure the orderly performance and continuity of municipal services.

## III. Policy and Guidelines

Departments may request the temporary filling of a vacant position through an acting assignment. Acting assignments, as used herein, may be offered to any full-time or part-time regular employee of the City of Pasadena. The availability of acting assignments should be communicated to employees who appear to meet minimum qualifications. The specific guidelines are as follows:

- A. A staffing request is required for all acting assignments of thirty-days or longer.
- B. When the recruitment of employees for acting assignments is internal within the applicable department, the department head is responsible for ensuring compliance with this policy and applicable sections of the Memorandum of Understanding or Salary Resolution.
- C. When the recruitment of employees for acting assignments may be external to the applicable department, the Human Resources Department will assist in identifying potential candidates and the process by which an acting assignment may be made, consistent with this written policy. Coordination with the Human Resources Department is required prior to contacting any potential candidates.
- D. Selection of persons to be granted an acting assignment should be made based on the operational needs of all departments concerned. Prior to making an offer of an acting assignment, the appointing authority shall discuss the feasibility and impact of such an offer with the employee's regular supervisor or department head. The acting assignment should coincide with the beginning and ending of a pay period.
- E. To be eligible, an employee should meet the minimum qualifications for the classification and position being filled.

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- F. An acting assignment shall be limited to a maximum term of six (6) months. An extension of an acting assignment must be submitted in writing to the Human Resources Director and will only be approved with good cause. The extension can be for up to an additional six (6) months for a combined total term of twelve (12) months, in accordance with City Council instructions. Examples where extensions will be approved beyond six months include occasions when the recruitment is in progress, but will not be completed by the end of the assignment; and where there are no other employees that can be rotated into the vacant position. To maximize training opportunities, multiple employees should be rotated through available acting assignments.
- G. Employees in acting assignments will be notified in writing by the appointing authority that the placement is temporary, and that after the vacancy assignment, they will be returned to their regular position. At the end of the term of the acting assignment, the employee will be automatically returned to their former rate of pay, subject to adjustments for changes occurring during the "acting period". The employee must acknowledge such notification in writing.
- H. The recommending manager must write a justification for offering the position to a particular employee including the qualifications of the employee selected for the position on the required Personnel Action Form.
- I. Since the employee must assume the full duties and responsibilities for the higher classified position, additional salary, consistent with the Salary Resolution or Memorandum of Understanding for the classification, shall be paid. The employee in the acting assignments will continue to receive the benefits associated with their prior regular position.
- J. Evaluations of employees in acting assignments should be made at the same interval as are required for regular employees.