



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 4/01/08

SECTION 405	SUBJECT ACTING STATUS
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When a job opening exists which is considered vital to continued departmental operations, an employee may be appointed to fill the position on a temporary basis until the proper recruiting procedures have been accomplished and a regular appointment made, but not to exceed six months, unless specifically authorized by the Director of Human Resources. Acting appointments are made only when the employee is given full responsibility for all the essential functions of the job, the employee fully meets the requirements for the job, and the functions of the job must be served such as certain supervisory responsibilities and certain signatory responsibilities. Otherwise, responsibilities of the vacant position may be assigned to other staff.

The City Manager authorizes the appointment of Acting Assistant City Managers and Acting Department Heads. The authorization of the Director of Human Resources is required for all other acting appointments. A Status Change Notice form issued by the department, accompanied by a memorandum requesting approval of the acting appointment, is required to place an employee in acting status. In addition, a Status Change Notice form is required to remove an employee from acting status.

In view of the additional responsibilities and accountabilities in the higher position, a temporary salary adjustment may be made in accordance with Section 604, Salary Administration Policies, when the appointment to acting capacity is anticipated to be more than 21 consecutive working days.

The employee who is placed in the position in an acting capacity retains the status and benefits eligibility held in his/her regular position.

Should the employee in acting capacity be selected to fill the position on a regular basis, the time served in acting capacity may be applied to the required position probationary period.

An acting appointment of 21 consecutive working days or less may be considered a temporary assignment for training purposes and does not require approval or salary adjustment. An acting appointment anticipated to be less than 21 consecutive working days but which exceeds 21 consecutive working days may be given a temporary salary adjustment retroactive to the date of the appointment pending approval of the Director of Human Resources.

When an employee is given significant additional responsibilities but is not placed in acting capacity, the employee may qualify for a temporary salary adjustment or for a merit bonus or other award in accordance with Section 604, Salary Administration Policies. Contact Human Resources for assistance.

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AMENDS/SUPERSEDES SECTION 405, DATED 02/01/90	REFERENCES	APPROVAL
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