405 - ACTING STATUS

I. 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, and the functions of the job must include supervisory and signatory responsibilities. Acting assignments shall be justified in writing and approved by the Department Head and submitted to the Director of Human Resources for review and approval prior to placing the employee in an acting capacity.

II. 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 Personnel Action Request is required to add and remove an employee from acting status.

III. 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 30 consecutive working days.

IV. The employee who is placed 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.

V. An acting appointment of 30 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 30 consecutive working days but which exceeds 30–consecutive working days may allow the incumbent to be given a temporary salary adjustment retroactive to the date of the appointment, pending approval of the Director of Human Resources.

VI. 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.

Supersedes/Amends: 405, 4/01/08

Approved:

City Manager