

TEMPORARY ACTING ASSIGNMENT

A temporary assignment is used when an employee is appointed to a different position on a temporary basis where there is a vacancy that is anticipated to exceed forty-five (45) consecutive calendar days.

Temporary acting assignments may be made for up to twelve (12) months. Extensions will be determined based on the operational needs of the department. At the conclusion of a temporary acting assignment, employees shall be returned to their former position with the same salary and status, had they not been temporarily reassigned.

Determination of compensation for temporary acting assignments shall be in accordance with City Policy.

For additional information, please refer to Administrative Regulation 2.12.