



Approved:

**City of Commerce, California
Human Resources Policy and Procedure Manual**

Michael Casabou

Director of Human Resources

[Signature]

City Administrator

Number: I-4 Effective Date: 07/01/2015

SUBJECT: ACTING APPOINTMENTS

PURPOSE:

To specify and define employment process terms for uniform use and interpretation.

POLICY:

Acting appointments are to be utilized when it is anticipated that a temporary vacancy of two weeks or more will exist in a budgeted position.

In such a case, another full or part-time employee may be appointed to work on a temporary basis in the position as an acting appointment. Acting appointments to a position shall not exceed a period of one year, unless the acting appointment is due to an absence due to a medical leave or other approved leave.

Eligibility for acting appointments shall be subject to all of the following conditions:

- Acting appointments shall be restricted to assignments in higher classifications, and shall require the completion of a minimum of 80 consecutive hours in the higher classification.
- The employee shall meet all the minimum job requirements for the job classification.
- The employee shall perform the duties and assume all the responsibilities of the higher classification.
- The appointing department will be responsible for processing a Personnel Action Form for all acting appointments.
- Approval of the Personnel Action Form by the Human Resources Director and the City Administrator shall be required prior to placing the employee in the position as an acting appointment.

Compensation for Acting Appointments:

If all of the conditions listed above have been satisfied the employee shall be compensated at either step one of the higher classification, or one step higher than he/she normally receives, whichever is greater.

The employee must serve a minimum of 80 consecutive hours in the higher classification to be compensated at the higher rate. This compensation shall be retroactive to the first hour of the acting appointment. Claims for acting pay will not be honored beyond six months from the end of the acting appointment.

PROCEDURE:

Responsibility	Action
Hiring Department	1. Submits Personnel Action Form to Human Resources Department and City Administrator for approval prior to appointment to the acting position.
Human Resources Department	2. Processes Personnel Action Form in accordance with policy and submits to City Administrator for approval.
City Administrator	3. Approves or denies Personnel Action Form.
Hiring Department	4. Upon completion of the acting appointment, submits Personnel Action Form to Human Resources to return employee to their former classification and salary schedule/step.
Human Resources Department	5. Processes Personnel Action Form in accordance with policy and submits to City Administrator for approval.
City Administrator	6. Approves Personnel Action Form.