

City of Mission Viejo Personnel Policy

Subject: **ACTING APPOINTMENTS**

Purpose:

To establish a procedure for compensating an employee who has been assigned to assume additional, higher level duties on an interim or temporary basis.

Related Policies:

Recruitment

Background:

As a result of a vacancy, leave of absence or for other reasons, it may be necessary to reassign the duties of an authorized position to another employee. When such assignments require the employee to assume significant additional duties for an extended time period, which are outside the scope of his/her regular assignment, it may be appropriate to adjust the employee's salary to reflect the interim changes. This policy allows the City to recognize those additional duties by temporarily upgrading the affected employee.

Policy:

1. With the approval of the City Manager, an employee may be temporarily appointed to a higher level classification to perform additional duties on an interim basis provided that:
 - a. the higher level position is a newly approved authorized position, or a position that is vacant as a result of a retirement, termination, leave of absence, or promotion; and,
 - b. the duties of the higher level position are clearly outside of the scope of the employee's current classification as determined by the City Manager, or a designee; and,
 - c. the position is expected to remain vacant for at least thirty (30) calendar days, but not longer than six (6) months. However, when a vacancy is a result of approved leave of absences for a period of longer than six (6) months where there is an expectation that the employee will return from the leave (e.g. Military, Medical or Personal), or when a vacancy is prolonged beyond six (6) months as a result of a recruitment that does not result in an appointment, the City Manager may extend the acting appointment for up to three additional months.
2. When the City becomes aware that a vacancy will extend beyond the six- or nine-month acting appointment limit indicated above, the City will attempt to

rotate the acting appointment among employees that are interested and qualified. If the City determines that there are no other employees both interested and qualified, an employee may serve in the acting appointment beyond the pertinent six- or nine-month limit until the position is filled.

3. The salary of an employee in an Acting Appointment shall be increased by five (5%) percent or to the minimum rate of the temporary classification, whichever is greater, for the period of the Acting Appointment. At the discretion of the City Manager, a higher salary rate may be established for an Acting Appointment.

Adopted: By City Council - September 11, 1989 - Res. No. 89-92.

Revised: By City Council – July 6, 2010 – Res. No. 10-39.