





Administrative Policy

Title: Temporary Work Assignments				
Administered By: Administrative Services (Human Resources)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
01400.607	05-05-06 (N/A)	02-27-20		

This Policy had been numbered Policy 200.43. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy 200.43
Issued: 05-05-06
Revised: N/A



Administrative Policy 200.43 Temporary Work Assignments

Policy:

This policy applies to temporary work assignments of "Provisional", "Acting" and "Out of Class".

"Provisional" is hereby defined as a work assignment in a position/title that has not been approved through the budget process by the City Council. A job description is required. Provisional positions may continue for extended periods of time.

"Acting" is hereby defined as a work assignment in a position/title in the absence of someone due to a vacancy in the position/title. It is intended to be short term and temporary and to end when the position/title is filled following a recruitment.

"Out of Class" is hereby defined as a work assignment in a position/title in the short term absence of someone due to vacation, illness or injury. It is intended to be temporary and to end when the absent employee returns to work.

Procedure:

All requests for the above categories are routed through the Human Resources Department via the appropriate form. Upon approval, HR will notify the requesting department and payroll.

Compensation and Benefits:

With the change in work assignment, certain compensation and benefit issues apply:

Provisional: Provisional positions are generally of a long-term nature. Employees assigned to a provisional position are compensated within the pre-determined range for that position. They will be assigned to the bargaining unit associated with that position and receive all pertinent benefits. They will receive pay increases, as appropriate, within the pre-determined range. If the appointment was promotional (from within the city), the employee's prior position must continue to be tracked in the event they are returned to their original position and bargaining unit when the provisional appointment

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ends. Employees assigned to Provisional positions that are classified as “exempt” for purposes of FLSA are treated as “exempt” for purposes of overtime.

Acting: An Acting position is meant to be short-term. Employees assigned to an Acting position are assigned the title of that position and are compensated within the pay range of that position. An employee in an Acting position cannot receive raises related to the bargaining unit of the acting position. Merit increases will be based on the range of the employee’s official position. Thus the employee’s Acting pay would only increase if an increase in the employee’s original position caused the acting pay to be bumped up due to the MOU provisions. The employee does not change bargaining units in an Acting position, so there are no benefit changes. Employees assigned to Acting positions that are classified as “exempt” for purposes of FLSA are treated as “exempt” for purposes of overtime.

Out of Class: Out of Class assignments are intended to be short-term. Compensation for an Out of Class assignment is paid as separate compensation based on the terms of the employee’s MOU. The employee does not change bargaining units and there are no benefit changes. Employees whose Out of Class assignment places them in an exempt position will not be paid overtime for hours worked in excess of forty hours per week.