

**City of Vernon, California  
Human Resources Policies and Procedures**



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Director of Human Resources  
*[Signature]*  
City Administrator

*Effective Date: 11/20/2012*

*Number: I-4*

**SUBJECT:** Acting/Interim Appointments

**PURPOSE:**

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

**POLICY:**

Acting/interim appointments are to be utilized when it is anticipated that a temporary vacancy of six 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/interim appointment. Acting/interim appointments shall not exceed a period of one year. The City Administrator may extend the one year term due to extenuating circumstances.

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

1. Acting/interim appointments shall be restricted to assignments in higher classifications.
2. The employee shall meet all minimum job requirements for the job classification.
3. The employee shall perform the duties and assume all the responsibilities of the higher classification.
4. The appointing department will be responsible for processing a Personnel Action Form for all acting/interim appointments.
5. 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/interim appointment.

**Compensation for Acting/interim Appointments:**

If all the conditions listed above have been satisfied the employee shall be compensated at either the beginning step of the higher classification, or 5% 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/interim appointment. Claims for acting/interim pay will not be honored beyond six months from the end of the acting/interim appointment.

**Fire Department Personnel:**

Acting appointments for Fire personnel shall be in accordance with the Rules and Regulations (Working Out of Rank) located in the Departmental Administrative Directive. Members assigned to act above their normal rank shall be paid at the rank for any acting period of 12 or more hours within a given 24 hour shift. Please refer to Fire Department Administrative Directive A-6 Rules and Regulations for specific details.

**PROCEDURE:**

<b>Responsibility</b>	<b>Action</b>
Hiring Department	1. Submits Personnel Action Form to Human Resources Department and City Administrator for approval prior to appointment to the acting/interim position.
Human Resources Department	2. Processes Personnel Action Form in accordance with policy and submits to City Administrator for consideration.
City Administrator	3. Approves or denies Personnel Action Form.
Hiring Department	4. Upon completion of the acting/interim 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