

TEMPORARY ASSIGNMENT	Document Number	GO 409
	Revision Date	01-23-2017
	Page Number	1 of 3
	Approval:	PKF

1. PURPOSE

The purpose of this policy is to establish guidelines regarding the assignment and responsibilities of members in a temporary assignment position.

2. PERSONS AFFECTED

All department personnel.

3. POLICY

Employees may be temporarily assigned by competent authority to perform substantially all of the duties and responsibilities of another position when it becomes necessary for the accomplishment of essential services.

4. DEFINITIONS

- 4.1. Competent Authority – For the purpose of this General Order, competent authority means the Police Chief or such subordinates as may be designated to act for him.
- 4.2. Temporary Assignment – The performance of the significant duties and responsibilities of another position without formal change in position assignment when such is made by competent authority as provided in the respective collective bargaining agreements.

5. RESPONSIBILITIES

- 5.1. Police Chief – The Police Chief, or designee, is the sole authority that may authorize a position to be filled by temporary assignment.
- 5.2. Supervisor – In special or emergency situations requiring a temporary assignment, the ranking supervisor on duty within the affected command may authorize a temporary assignment only of a rank lower than his.
- 5.3. Employee – Any employee assigned to a temporary assignment shall perform all of the significant functions of that temporary position.
- 5.4. Excluded Employees – The following employees shall not be entitled to temporary assignment compensation:

TEMPORARY ASSIGNMENT	Document Number	GO 409
	Revision Date	01-23-2017
	Page Number	2 of 3
	Approval:	PKF

- 5.4.1. An employee who is performing duties in accordance with terms of a formal training agreement entered into with his department and approved by the Director of Personnel Services.
- 5.4.2. An employee who is performing a normal relief assignment which is recognized in his position classification and pricing.

6. PROCEDURES

6.1. When allowed

- 6.1.1. A vacancy that cannot be filled temporarily or permanently by a non-competitive promotion, a provisional appointment from within or outside the service, a transfer or a movement of another employee and the department head certifies that the immediate rendition of services is essential and in the best interest of the public and that such temporary assignment shall not exceed the duration provided in the respective collective bargaining agreements.

6.2. General requirements

- 6.2.1. Temporary assignments shall be minimized and may be authorized only when it is not feasible to use other means of continuing the work of an absent employee.
- 6.2.2. Temporary assignments should be made only to carry on essential services and/or services affecting the health and safety of the public.
- 6.2.3. When employees are being considered for a temporary assignment to a position in a higher class, the employer selection shall comply with the respective collective bargaining agreement or with applicable civil service rules and regulations.
- 6.2.4. As much as possible, temporary assignments shall be restricted to a single position to eliminate any “chain reaction” of temporary assignments affecting other positions.
- 6.2.5. An employee who performs a temporary assignment to a higher position shall be compensated at the proper rate for the higher class.

TEMPORARY ASSIGNMENT	Document Number	GO 409
	Revision Date	01-23-2017
	Page Number	3 of 3
	Approval:	PKF

6.2.6. An employee who performs a temporary assignment to a lower position shall continue to be compensated at his existing rate prior to the temporary assignment.

6.3. Requirements by Occupational Groups

6.3.1. Supervisory and Administrative Classes

- a. In the event the absence is for a short duration, i.e., 5 working days or less, and the unit is able to continue operations without the services of a full-time supervisor, no temporary assignment will be made. In such cases, the senior employee may be instructed to refer questions or problems of major importance to the next higher supervisor for decision. However, if the unit is unable to continue operations without the services of a full-time supervisor regardless of the length of absence, the division head shall determine the need for temporary assignment.
- b. In the prolonged absence of an employee, the division head should immediately consider the effect of such absence upon the division head or other delegated supervisor and shall be able to justify his course of action.

6.3.2. Clerical Occupational Classes – Temporary assignment for clerical classes should be made only when work of the absent employee cannot be shared by other employees.