Procedure to Temporarily Fill Vacant Supervisory Positions

Eligible Positions

• Apply to supervisor positions and above
• Apply only to exempt positions
• Position would be anticipated to be vacant for at least 30 calendar days
• Vacated position must be posted before an “acting” can be selected unless otherwise approved by the Director due to an extenuating circumstance

• Position vacant because of (some examples listed below):
  • Extended illness
  • Separation (retirement, resignation, etc.)
  • Approved leave of absence
  • Other factors may be considered (somebody on a long vacation doesn’t count)

Selection

• Assistant or Associate Director may fill the position on a temporary basis, with Director approval, with the following considerations:
  • Chain of command in functional area
  • Multiple employees eligible, interview those eligible
  • Equitable process for all qualified and interested individuals
  • Needs of the organization
  • If multiple candidates are being considered, interviews will be conducted

  • Interview team would be at least three individuals – may include AD, immediate supervisor of the vacant position, others to be selected by AD with at least one outside of the division

Compensation

• Compensation will normally be 15% of the anticipated posted salary of the vacant position provided that the individual continues to perform regular duties in addition to the “acting” role.
• Compensation will normally be 7.5% of the anticipated posted salary of the vacant position if the person fully occupies the vacant position and relinquishes their current duties.

  • This should address both when we have people move “up” into an acting role and “over” into an acting role
  • Compensation recognizes the increased responsibilities while also recognizing that the individual will not necessarily be undertaking major long term projects

April 2006 3.6 (page 1 of 2) Procedure to Temporarily Fill Vacant Supervisory Positions
Facilities Services and Project Management and Construction Services
Employee Policy Manual

Approvals
• Approval required by the Director to appoint acting and level of compensation granted
  • Request to utilize this procedure will be sent to the Director and will include
    • Position
    • Proposed rate of pay
    • Expected duration

Limits
• Limit to six month term unless longer duration approved by the Director
• Exceptions to this procedure must be approved by the Director

April 2006 3.6 (page 2 of 2) Procedure to Temporarily Fill Vacant Supervisory Positions