

## **12.05 Temporary promotions**

In the absence of an appropriate departmental promotional eligible list, a temporary appointment without examination to fill a vacancy may be authorized by the Director, upon the written request of an appointing authority. The appointing authority may request a temporary promotion for any employee with permanent Civil Service status whom the appointing authority deems qualified to perform the work of the position. All such temporary promotions shall continue for no more than a period of six (6) months. An employee may be compensated in temporary promotions for a maximum of six months in a twelve-month period. A temporary promotion shall not continue for more than thirty (30) days after the Director has established a departmental promotional eligible list for the class.

### **12.051**

#### **Temporary change in assignment – out of class assignment**

With the approval of the appropriate department head or deputy, there may be assigned to an employee duties appropriate to a higher class than that in which the employee is employed. Such out-of-class work assignment may not continue for more than sixty (60) working days during a ninety (90) day period. Should such assignment continue beyond sixty (60) days it shall be reported to the Director and a new appointment must be made in compliance with the provisions of the Regulations relating to such appointments.

- A. **Non-Represented Personnel Working Out-of-Class.** Compensation for such out-of-class work assignment in a higher level classification shall be in accordance with Regulation 6.092. The appointing authority shall file an Out-of-Class Assignments report with the Director for all out-of-class work assignments in a higher level classification, regardless of pay range.
- B. **Uniformed Fire Personnel Working Out-of-Class.** Compensation for such out-of-class work assignment in a higher classification shall be in accordance with Regulation 6.092.
- C. **Uniformed and Investigatory Personnel of the Police Department and the District Attorney's Office Working Out-of-Class.** For acting out of rank in a higher rank, an employee shall be paid at the rate of the first pay step of the higher rank.
- D. **District Council 33 and District Council 47 Represented Employees.** Compensation for such out-of-class work assignment in a higher classification shall be in accordance with Regulation 6.092 and shall be paid after

the first two (2) hours of such out-of-class work in any work day for all hours worked in the higher class until the assignment to the higher class is terminated.

## **12.052**

### **Temporary promotions following out-of-class assignment**

In the absence of an appropriate departmental eligible list, a temporary promotion as defined above may be authorized when an employee working in an out-of-class assignment continues to be so employed beyond sixty (60) working days. Credit for service in such out-of-class assignment will be granted as experience in examinations, unless prohibited by Regulation 9.0262.

#### **12.052.1 Temporary promotions following out-of-class assignment for District Council 47 represented employees**

In the absence of an appropriate departmental eligible list, a temporary promotion or emergency appointment as defined above shall be submitted to the Director and may be authorized when an employee working in an out-of-class assignment continues to be so employed for sixty (60) working days. All temporary or emergency appointments following continuous out-of-class assignments remain subject to approval by the Director. Credit for service in such out-of-class assignment will be granted as experience in examinations, unless prohibited by Regulation 9.0262.