

DIVISION OF PARKS AND RECREATION

March 8, 1996

STAFF DIRECTIVE 96-2

TO: All Employees

FROM: Philip K. McKnelly

SUBJECT: Policy for Managing "Acting" Positions

From time to time when positions are vacant for an extended period, an employee may be required to assume the duties and responsibilities of the vacant position in an "acting" capacity. In such cases when an "acting" capacity could potentially last for one month or more, prior directorate approval is required before an official "acting" designation can be made. Request for consideration of an "acting" designation must be made in writing to the Director, following the supervisory chain, explaining the specific circumstances that the supervisor believes justify an "acting" designation for a potential period of one month or more.

Include in written request: Approved _____
 Denied _____
 Comments _____

If an approved "acting" designation lasts for one month or more, the division will request permission from the Division of Personnel and Human Resources (DPHR) to compensate the "acting designee with a ten percent (10%) salary increase for the period covered in the "acting" designation. The division does not have the authority to grant the salary increase; it must be approved by DPHR. The employee's salary will revert to the original level when the "acting" designation is terminated.

Any directorate approved "acting" designation will be reported immediately to the division personnel officer by the Director. The affected employee's supervisor will be responsible for notifying the division personnel officer if and when an approved "acting" designation lasts for a month or more and when such designation is terminated.

This policy replaces Staff Directive 95-6 and is effective immediately.