

I. PURPOSE

To provide hiring options to the appointing authority to fill vacancies in regular positions.

II. POLICY

It is the policy of the Agency to provide equal opportunity to all qualified persons without discrimination on the basis of age, sex, color, religion, ancestry, national origin, sexual orientation, marital status, political beliefs, organizational affiliation, medical condition, veteran or disabled status.

III. PROCEDURE

- A. The manager has several alternatives to choose from when faced with a vacancy in a regular position.

PENDING PERMANENT FILLING OF POSITION:

1. Provisional

There are three types of provisional employment.

*Regular Provisional*

A provisional employee who is filling a vacant position pending a recruitment/examination process to fill the vacant position. No "regular provisional" appointment shall continue for more than six (6) months nor for more than thirty (30) days after an appropriate employment list has been established for the classification.

*Substitute Provisional*

A provisional employee who is filling in behind an employee who is on leave of absence. No "substitute provisional" appointment shall continue beyond the time the regular employee returns to work.

---

Hiring Alternatives, Continued

*Probationary Provisional*

A provisional employee, hired from a certification list, who is filling in behind an employee who is on leave of absence and is not expected to return to work.

No provisional appointment shall be for less than thirty (30) days.

Provisional appointees shall comply with all applicable PERS rules regarding employment.

Provisional employees shall receive benefits in the same manner as similarly situated regular employees.

2. Extra Help

See Policy #020.2.

3. WOOC

See Policy #150.

4. Acting Executive Management

For a vacancy in an executive management position (except for the General Manager and the General Counsel, who are appointed by the Board of Directors) caused by separation or an approved leave of absence with or without pay, the General Manager or designee may assign a person as acting manager for a period not to exceed one (1) year in the case of vacancy, or two (2) years in the case of leave of absence. The acting manager will have, in all respects, the authority and responsibility of the acting position during the period so designated by the General Manager.

---

Hiring Alternatives, Continued

PERMANENT FILLING OF POSITION:

1. Transfers, Voluntary Demotions and Promotions

Refer to Policy Number 040.

2. Reinstatement

Upon the recommendation of the appointing authority, a former permanent employee who resigned in good standing may, within one year after the date of his/her resignation, be reinstated to a vacant position, without an examination, in any classification in which regular status had been attained.

3. Return to Former Classification

Any current regular employee, upon recommendation of the appointing authority, may be appointed without further examination to a position in any classification in which regular status had formerly been acquired, or to any related classification on a comparable level with the former classification.

4. Alternate List

If a vacancy for a classification exists for which there is no appropriate eligible list, the Personnel Manager may certify names from the eligible list for a related classification for which minimum qualifications and examinations are similar to, or higher than, those required for the classification in which the vacancy exists.

---