

ACTING ASSIGNMENTS APPOINTMENTS OF ACTING MANAGERIAL PERSONNEL

AN ACTING ASSIGNMENT SHALL BE DEFINED AS THE FULL ASSUMPTION OF A VACANT POSITION ON A TEMPORARY BASIS. EMPLOYEES ON AN ACTING ASSIGNMENT ARE FULLY RELIEVED OF THEIR REGULAR JOB DUTIES AND RESPONSIBILITIES WHILE ON ASSIGNMENT FOR A LIMITED, SPECIFIED PERIOD OF TIME.

AN ACTING ASSIGNMENT MUST BE RECOMMENDED BY THE SUPERINTENDENT AND APPROVED BY THE SCHOOL BOARD. THE SUPERINTENDENT IS AUTHORIZED TO MAKE ACTING APPOINTMENTS TO APPROVED POSITIONS PENDING CONFIRMATION BY THE BOARD AT ITS NEXT REGULAR OR SPECIAL MEETING.

RULES

1. An acting assignment may only be given to a current Board employee. A newly-hired employee must successfully complete their probationary period prior to becoming eligible for an acting assignment.
2. An acting assignment must be for a minimum of thirty (30) calendar days and may not exceed one hundred and eighty (180) calendar days unless recommended by the Superintendent and approved by the School Board.
3. ~~A time line or anticipated duration of the acting appointment shall be furnished to the Board.~~
4. The job description for an acting assignments ~~the position~~ must have had prior approval by the Board.
5. When a position is vacated and a recommendation is made to temporarily assign acting responsibility ~~on an acting basis~~, the criteria or reasons used for the selection of the person shall be furnished to the Board.
6. Employees appointed an acting assignment will be relieved of their regular job duties for the duration of the appointment.
7. Employees assigned acting responsibilities may be eligible for additional compensation in the form of a base pay increase or supplement for the duration of the assignment.
8. Base pay increases and supplements for acting assignments are provisional and will end at the conclusion of the assignment.
9. Pay adjustments for Acting assignments shall take into consideration external market factors, the market reference salary, competitiveness, comparability, and internal consistency in making the final pay determination.
10. Recommendation of base pay increases or supplements for acting assignments shall be made by the Compensation Department on behalf of the Superintendent and submitted for approval by the Board.
11. All pay changes associated with an acting assignment will be effective the day following Board approval.
12. Vacancies filled under this policy will not be advertised, ~~however~~. ~~However~~, when filling the permanent position, normal procedures for advertising and selection shall be followed.
13. ~~The salary for the appointee shall be calculated utilizing the first step of the appropriate pay grade or salary schedule, except that no person shall receive a reduction in pay for the temporary appointment.~~
14. All employees appointed to acting positions shall be under the authority and direction of the Superintendent or his/her designee and shall be required to follow all Board policies, as well as State and Federal Laws.

AUTHORITY: F. S. 230.22 (1)(2)

RULES ADOPTED: 10/18/79; 10/18/84

AMENDED RULES APPROVED: 7/17/90