

<p>PAYROLL AND ASSIGNMENT</p> <p>Temporary Assignment Out of Grade</p>	<p>UNION COLONY FIRE/RESCUE AUTHORITY</p> <p>ADMINISTRATIVE REGULATIONS</p> <p>104.10 10/98 (R) Page 1 of 1</p>
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PURPOSE

The purpose of this regulation is to ensure a fair and equitable manner of assigning personnel to temporary assignments out of grade, in a timely manner. The assignment shall be in the best interest of the employee and the Authority.

SCOPE

This regulation shall apply to all Authority shift personnel. Temporary assignment out of grade shall be filled by individuals that are on a current approved promotional list. In the event there is no current approved list, the Fire Chief, or his/her designee, shall grant the temporary assignment with regard to the best interest of the Authority.

REGULATION

This regulation shall apply when an opening is created by circumstances such as, but not limited to, injuries, sudden illness, military call up, long term emergency leave or assignments waiting to be filled.

When an opening in the position of Shift Supervisor, Lieutenant, or Engineer is expected to exceed thirty (30) calendar days, the Chief shall use the current approved list for temporary assignment out of grade. The Chief may interview persons on the approved promotional list to fill the vacant position. If the Chief does not select the applicant from the approved list in descending order, the reason(s) for the non-selection shall be provided the person(s) not selected. Openings on the different shifts created by the temporary assignment will be held open for these people to return to when the position no longer exists.

Every attempt shall be made to fill the position within the next work cycle, not to exceed ~~twenty-seven (27)~~ **twenty-four (24)** calendar days before the position is filled.

Every attempt shall be made to honor existing scheduled leave choices for a temporary assignment. All decisions regarding existing scheduled leave shall be made prior to the appointment.

In the event a new approved list is established while a person is serving in a temporary assignment out of grade, new assignments shall be filled from the new list within two work cycles after being approved.