

POLICY

Effective Date: 07/16/04

Approved By: Director of Facilities Management

Cancels: 91-1

See Also:
WAC 251-19-120,3
WAC 251-08-110**POL-5700.09 ASSIGNING TEMPORARY HIGHER LEVEL DUTIES FOR SUPERVISOR (Level 1) and NON-SUPERVISORY PERSONNEL**

This policy applies whenever a Facilities Management (FM) Supervisor (Level 1) or Non-supervisory employee is temporarily assigned the duties and responsibilities of a higher-level position.

1. A Temporary Supervisor or Lead will be appointed whenever a Permanent Supervisor or Lead is absent for more than one work shift.

A temporary lead or supervisor will be appointed when the permanent lead or supervisor will be absent for more than one full work shift. If a supervisory absence occurs during a shift, the next higher official will assume these duties through the remainder of that work shift.

Appointments to acting supervisory or lead positions will be made formally by the supervisor and will not occur through self-appointment.

Supervisors will send an email notification to managers, supervisors, and other interested parties to inform them of his/her absence and temporary appointment. The notice will identify appointed personnel, their after-hours phone number, the duration of the temporary appointment, and the granting of budgetary and supervisory authority as needed.

2. Temporary appointee will assume responsibilities and pay commensurate with the position.

The individual appointed will assume full responsibility for all the functions associated with that position, including budgetary authorization.

They will also receive pay commensurate with the position and in accordance with HEPB rules. (WAC 251-19-120,3). Salary will be in accordance with the following guideline:

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A two-step increase from current salary, but not less than the first step and not exceeding the top step of the new range.
(WAC 251-08-110)

A Higher Level Duty Pay Authorization online form will be completed and turned in by supervisor to FM Administration Office two (2) days prior to the end of each pay period. Forms turned in after this time will be processed on the following pay period.

3. Temporary appointments will be limited in duration and rotated so all eligible employees have opportunity to serve.

Appointments will be made for up to two weeks (ten work shifts) for any one person at which time another eligible employee will be afforded the opportunity to work in the position.

Rotation will be equitable and ALL eligible employees will have an opportunity to work in the higher position. Those employees who decline the opportunity to participate in temporary leadership roles will sign a statement to that effect.

If an employee's performance while acting in a higher level position is clearly unsatisfactory and it is not in the best interests of the department to have the person act in a temporary leadership role again, the supervisor should state the reasons for that decision in writing with detailed justification. The affected employee will be given a copy of the justification. Said paperwork shall not be placed in the official Personnel Office employee's file, but shall be retained in the FM Administration files.

4. Temporary appointment to higher level non-supervisory may also be made.

Assignments to higher level non-supervisory classifications may also be required. Duties will be performed at the direction of the supervisor, and compensation will be in accordance with HEPB rules (WAC 25 1-19-120,3).