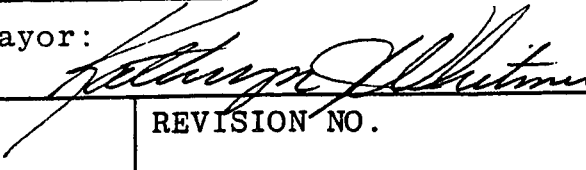


POLICY TITLE: Employment: Temporary Appointments			NUMBER 111.00
APPROVAL: Kathryn J. Whitmire, Mayor: 			Page 1 of 2
ISSUE DATE: February 14, 1985	REVISION DATE:	REVISION NO.	EFFECTIVE DATE: February 14, 1985

Policy Statement: It is the policy of the City of Houston to make temporary appointments as necessary and required to effectuate and maintain the operation of City business and/or services.

Policy Basis: Section 12-113 of the Code of Ordinances.

Policy Amplification: For the purposes of this policy a "temporary appointment" shall be defined as the designation of a person by the Civil Service Commission to become a temporary employee in a position.

Whenever a department requires temporary assistance because of a special project, a temporary increase in the work load, or absence of a regular employee(s), appointments may be made from an appropriate eligible list for the duration of such unusual work. The word "Temporary" shall be reflected as part of that employee's title.

An employee's rejection or acceptance of a temporary appointment shall not affect the employee's standing on any eligible list, but temporary service may be considered as fulfilling part of the probationary period should the appointment subsequently become permanent.

No temporary appointment shall exceed a period of 90 days but may be extended by the Commission on request of the Department head. No temporary appointment shall become permanent unless the employee was eligible for the position at the original time of the temporary appointment. Should the conversion from temporary to permanent occur, the affected employee must fulfill all requirements of the permanent position and must be appropriately certified thereto by the Commission.

Should it become necessary to move an employee into a higher position classification due to reasons of sickness, disability, or other absence to another employee, such action shall be regarded as a temporary appointment and not a temporary promotion (see promotion policy). Any such temporary appointments must be requested by the Department head and authorized by the Commission and shall fall subject to all aforementioned specifics of this policy.

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APPROVAL: Kathryn J. Whitmire, Mayor: <i>Kathryn J. Whitmire</i>		Page <u>2</u> of <u>2</u>
ISSUE DATE: February 14, 1985	REVISION DATE:	REVISION NO.
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Temporary appointments into a higher position classification in effect for ten or more consecutive days shall qualify the employee for a temporary appointment. The amount of such temporary increase shall be reviewed and determined by the Personnel Department. Once the temporary appointment period has expired the employee shall be reverted back to the base pay in effect prior to the temporary appointment unless action is otherwise taken to make the appointment a permanent one.

Policy Compliance: Affected employees through the Department/ Division Director shall comply from policy date forward.

Policy Exceptions: Policy exceptions and or violations shall be brought to the attention of the Director of Personnel for review and consideration.