

## **ATTACHMENT A**

### **A.1.11.4 "Acting" Appointments**

Employees serving in an "acting" capacity shall not be eligible for a step advancement during the duration of the "acting" appointment.

When an employee is permanently appointed to a position in which he/she held an "acting" appointment without a break in service, he/she shall receive a minimum five percent (5%) increase in salary over the salary received in the class held prior to the "acting" appointment, in accordance with this Resolution. The salary used in computing the five percent (5%) increase shall be determined by including any step advancements he/she would have received in the class held prior to the "acting" appointment.

Upon approval of the Appointing Authority, the date of appointment for an employee who is appointed to a regular position in which he/she held an "acting" appointment without a break in service, may be effective the date the "acting" assignment began.

The new step advancement date of an employee who has served in a class in an "acting" capacity pursuant to the section of the Personnel Policies and Practices Resolution titled "Appointments" for a period of four (4) pay periods or more may be adjusted, as follows, upon approval of the County Administrative Officer, if said employee is appointed without a break in service on a permanent basis to the class in which he/she served in an "acting" capacity:

The NEW date of eligibility for step advancement may be adjusted by the number of days that the employee has served in an "acting" capacity. Said adjustment shall provide for the employee becoming eligible for step advancement on an earlier date than he/she otherwise would.