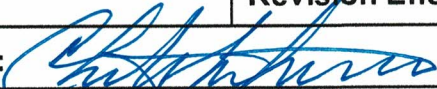




Pine-Strawberry Fire District

Employment Practices

2.3

Subject: Special Appointments	Page: 1 of 2
Board Approval Date: 07/20/2023	Effective Date: 08/03/2023
Revision Approval Date:	Revision Effective Date:
Board Chair Signature & Date:  7/20/2023	

I. POLICY:

The Pine-Strawberry Fire District (PSFD) allows special appointments to fill short-term positions, to meet a non-regular employment need of the district. An employee may be appointed to a position of higher rank on an acting basis or to a temporary assignment. In such event, the employee's pay shall be adjusted according to the guidelines set forth below.

II. PURPOSE:

To provide a method to fill a short-term employment need and to adequately compensate an employee who is acting in a different capacity than that for which the employee is normally compensated.

III. SCOPE:

This policy applies to all members of the PSFD.

IV. PRACTICE:

- A. In the event of a short-term employment need temporary appointments are to be made by the Fire Chief or his designated representative. In the case of a vacancy in the Fire Chief position, the Board shall make the appointment.
- B. Acting or "step up" appointments shall be made from an eligibility list.
- C. Vacancies shall not automatically require that an employee is designated in the acting role; such determination shall be made by the Fire Chief or his designate.
- D. Unless otherwise designated, any employee serving in a temporary or acting appointment shall have all the authority and responsibilities for the assumed position.

F. A career member will be compensated at a higher rate of pay immediately when placed in an acting position. As follows:

1. Up to ten (10) consecutive 24 hour shifts the members' current rate of pay will be increased 10%.
2. Following the ten (10) consecutive 24 hours shifts the member's current rate of pay shall be increased in the same manner specified for a regular promotion, or 10% whichever is greater.

G. If foreseeable, the length of the temporary or acting appointment shall be specified at the time of the appointment and shall not be for more than one year, unless recommended by the Fire Chief and approved by the Fire Board. The length of the appointment may be adjusted according to operating needs.

H. Upon completion of the designated time of appointment, the individual shall:

1. Be returned to the previous position and salary, or
2. Have the special appointment extended for another specified time, or
3. May be promoted to the position in which they have been performing, if eligible.