



Pine-Strawberry Fire District

Employment Practices

2.3

Subject: Special Appointments

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Board Chair Signature & Date:

[Handwritten Signature] 4/17/2025

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. A member may be appointed to a position of higher rank on an acting basis or to a temporary assignment. In such an event, the member'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 a member who is acting in a different capacity than that for which the member is normally compensated.

III. SCOPE:

This policy applies to all members of 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 event 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 a member is designated in the acting role. Such a determination shall be made by the Fire Chief or his designate.
- D. Unless otherwise designated, any member serving in a temporary or acting appointment shall have all the authority and responsibilities for the assumed position.

- E. A career member will be immediately compensated at a higher rate of pay when placed in an acting position as follows:
1. Up to 10 consecutive 24-hour shifts, the member's current rate of pay will be increased by 10%.
 2. Following the 10 consecutive 24-hour 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.
- F. 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 Board. The length of the appointment may be adjusted according to operating needs.
- G. 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 which they have been performing, if eligible.