

**COUNTY OF ORANGE SOCIAL SERVICES AGENCY
ADMINISTRATIVE POLICIES AND PROCEDURES
MANUAL**

Program/Area: Human Resources
Subject: Temporary Classification Request
Approved: Signature on file

Number: C 20
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POLICY

Requests to temporarily fill a position with a different level than the authorized budgeted classification shall be submitted by completing a Temporary Fill Request Form and routing for review and approval.

Temporary position classifications of full-time positions shall be limited to nine months and cannot be extended. Temporary filling of position on the automatic temporary fill list, positions temporarily classified due to backfill for a leave of absence and positions temporarily classified to part-time positions are exempt from the nine-month time limit.

Social Services Agency (SSA) is responsible for tracking and monitoring the temporary filled positions and will work with SSA Satellite Human Resource Services (HRS) Team to ensure compliance with HRS temporarily filling a Position Policy and Personnel and Salary Resolution (PSR), including adhering to time limits. Where there is longer-term or permanent staffing need, the department shall utilize the existing reallocation process to permanently classify the position to the appropriate level. The department may not permanently place or permanently promote an employee into a temporary filled position. If there is a need for permanently promoting an employee, the department should contact HRS to discuss as permanent placement does not align with this policy.

SSA Satellite HRS Team shall maintain an Automatic Temporary Fill List that will identify what classification series do not require a Temporary Fill Request form. Positions that are in a classification series on the Automatic Temporary Fill List may be filled at the same or lower level in the series without the need of the Temporary Fill Request form.