

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

Program/Area: Human Resources

Number: C 10

Subject: Temporary Promotion

Revision Date: 09/9/2024

Approved: Signature on file

POLICY

The department head may temporarily promote an employee in accordance with the Temporary Promotion Policy administered by the Human Resources Services (HRS) Department and Personnel and Salary Resolution (PSR) and Memorandum of Understanding (MOU).

Temporary promotion shall mean the appointment of a regular, probationary, or limited-term employee to a vacant higher-level classification (than the budgeted title) regular or limited-term position that has an expected duration of at least one hundred twenty (120) consecutive regularly scheduled hours of work and the employee will perform all the significant duties and responsibilities of the higher class.

The intent of this policy is to meet immediate or short-term staffing needs. As such, Temporary Promotions shall be limited to nine (9) months. Temporary promotions which are being used to dual fill for an employee on leave of absence shall be limited to one year. Where there is longer-term or permanent staffing need, agencies and departments shall utilize the existing Reallocation Process or the Selection Procedures process to address their long-term staffing needs.

A temporary promotion is appropriate only when the employee will be performing all the significant duties and responsibilities of the higher class. A temporary promotion shall not be used to fill a permanent position in lieu of utilizing the normal competitive certification and appointment process.

An SSA employee being placed in a temporary promotion must meet the minimum requirements for the position. Employees who have been temporarily promoted must successfully compete in a recruitment and selection process for consideration of a permanent position.