

## ORANGE COUNTY SOCIAL SERVICES AGENCY

### ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

**Subject:** Temporary Promotion

**Number:** C 10

**Approved:** Signature on file

**Date:** 01-03-08

#### POLICY

A temporary promotion may be used to fill a vacant position when it is anticipated that the need will be of a relatively short duration. A temporary promotion may be offered to an employee when it is necessary to utilize a regular, probationary or limited-term employee in a vacant higher level regular or limited-term position that has an expected duration of at least 120 consecutive regularly scheduled hours, but less than 18 months. 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.

Any employee who has been temporarily promoted must successfully compete in a recruitment and selection process for consideration to the vacant position. Only current Social Services Agency (SSA) employees are eligible to receive temporary promotions. Any SSA employee being placed in a temporary promotion must meet the minimum requirements of the position.

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