

APPENDIX "E"

OCTOBER 23, 2018 BOARD OF SUPERVISORS AGENDA

EFFECTIVE SEPTEMBER 25, 2018

- 4237 Backfilling Critically Needed Positions: (Ref. Other Salary Changes, Salary Resolution, Section 400) The same certification procedures outlined to fill permanent positions are used in backfilling critically needed positions.

An appointment to fill, for the purpose of cross training, a critically needed unrepresented, management, or senior management position, for which the incumbent has resigned or is retiring, shall be authorized, under limited circumstances, by the County Administrative Officer (CAO). Backfilling of a position will be subject to budgetary considerations, and would be authorized for a maximum of two (2) pay periods. The position for which a backfilled appointment is made must require uninterrupted staffing or intensive on-the-job training for the successor in order to maintain continuity in more complex County operations and contribute toward a smooth transition. The CAO will determine if the request for backfill meets this criteria. During the time in which the backfilling occurs, an incumbent and his/her successor will be paid to occupy the same position concurrently.

To qualify for approval under this Section, the requesting Department Head will be required to:

- Determine that the position being backfilled is an unrepresented, management, or senior management position;
- Justify that a position requires uninterrupted staffing or intensive on-the-job training and best serves the needs of the Department;
- Identify financial resources required for the backfilled appointment; and
- Develop a learning plan to effectively facilitate the transfer of essential knowledge and skills from the incumbent to the successor.

If, at any time during this backfill period, the Department Head agrees to revoke the resignation or retirement, the original holder of the position retains the right to return to the position and a layoff procedure will be invoked as prescribed in Personnel Rule 12, Separations, Section 12040.

The duration of a backfilled appointment will count toward the completion of any probationary period for the successor and toward the completion of service for both the incumbent and the successor.