

APPOINTMENTS**1.2.6****F. INTERIM APPOINTMENTS**

Whenever the needs of the City, due to vacancy, extended illness, or other extenuating circumstances require, the HR/Risk Management Director may appoint on an interim basis, a regular employee from the lower classification to perform the duties of the vacant higher position.

The affected Department Head shall indicate in writing to the HR/ Risk Management Director the need for acting appointment and any recommended employee(s) to serve in the appointment.

An employee appointed to an interim assignment does not have due process rights. The CityManager, in his/her sole discretion may terminate the assignment at any time without any due process.

To be eligible for an interim appointment, the appointee must possess the minimum qualifications of the higher classification in the judgment of the HR/Risk Management Director and as recommended by the affected Department Head.

The employee assigned to perform the duties of a higher classification, shall not serve for more than 6 months in a higher classification that is vacant without the position subject to the announcement and selection process set forth in Rule II.

If the person is subsequently promoted from interim capacity into the same position in a regular capacity, the period of time of service in the interim capacity may be credited to the required period of probation for regular appointment.