

## **HUMAN RESOURCES**

### **Recruitment, Selection, and Appointment**

#### **Appointment and Assignment Categories**

This regulation supersedes Regulation 4155.4.

#### **I. PURPOSE**

To describe appointment and assignment categories.

#### **II. APPOINTMENT AND ASSIGNMENT PROCEDURE**

All appointment and assignment recommendations shall be made by the Division Superintendent or the assistant superintendent, Department of Human Resources. The Division Superintendent may make exceptions to the regular appointment procedure to develop leadership potential or to meet special circumstances within the school system. Appointments of newly hired employees are approved by the School Board quarterly.

#### **III. RECRUITMENT, SELECTION, AND APPOINTMENT**

##### **A. Regular Appointment**

Appointment of an individual to an authorized position in accordance with established personnel procedures constitutes a regular appointment.

##### **B. Career Ladder Appointment or Assignment**

Appointment or assignment of an employee to an authorized career ladder position in accordance with established personnel procedures constitutes a career ladder appointment or assignment.

Career ladder positions shall be designated, and the standards for advancement shall be determined through the classification process.

An employee who satisfies the established performance and experience standards shall advance within the authorized career ladder without competition.

Procedures for career ladder opportunities are provided in the current version of Regulation 4156.

**C. Special Appointment or Assignment**

**1. Underfill Appointment or Assignment**

Appointment or assignment of an individual to a position at a paygrade and salary lower than those authorized for the position constitutes an underfill appointment or assignment.

Underfill appointments and assignments shall be made only when qualified applicants are not available for authorized positions.

Underfill requirements shall be specified in an underfill agreement that is initiated through, and with the approval of, the Department of Human Resources.

Upon satisfactory completion of the underfill requirements, the employee shall be placed at the paygrade and salary authorized for the position.

Procedures for underfill appointments are provided in the current version of Regulation 4118.

**2. Special Needs Appointment**

Permanent appointment of an individual with particular skills to an authorized position constitutes a special needs appointment.

The purpose of special needs appointments shall be limited to meeting unique system needs, and the number of such appointments should not exceed 20 during a fiscal year.

**D. Temporary Assignment**

**1. Staff Development Assignment**

The temporary assignment to a position of an employee who may not initially meet all job requirements of the position for purposes of professional growth constitutes a staff development assignment.

A staff development assignment shall be for a period of one year but may be extended by the Division Superintendent or his or her designee for one additional year only.

An employee placed in a staff development assignment shall receive the pay associated with the grade of the position. Upon completion of the staff development assignment, the employee will return to his or her prior position with its associated grade and pay.



Provisions shall be made at the time of the assignment for the return of the employee to his or her prior position at the completion of the assignment.

## **2. Acting Assignment**

The temporary assignment of a qualified employee to a position while the position is vacant or while the incumbent is on an authorized leave or special assignment constitutes an acting assignment. If the position to which the employee is assigned requires a license, the acting employee must also have a license.

An employee must be assigned as acting for over 20 consecutive workdays to be compensated at the level of the acting assignment. Upon completion of the acting assignment, the employee will return to his or her prior position with its associated grade and pay.

Acting assignments should not extend beyond one year unless approved by the assistant superintendent, Department of Human Resources.

## **3. Hourly**

A person may be placed in a temporary hourly assignment when appropriate funds are authorized.

Temporary hourly assignments shall not be used in lieu of full-time regular positions.

Employees in temporary hourly assignments are eligible only for Social Security benefits. Temporary hourly employees may be terminated without advance notice due to misconduct, poor performance, lack of work or funds, completion of assignment(s), or for other reasons.

See also the current versions of: Regulation 4118, Underfill Appointment or Assignment (US-Scale)  
Regulation 4156, Career Ladder Appointment, Assignment, or Advancement