



Virginia Beach Department of Emergency Medical Services



CAAS # 101.02.03

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Administration

ACTING ASSIGNMENT POLICY

- PURPOSE:** To establish guidelines for personnel to be assigned in an “acting” assignment position.
- APPLICABILITY:** This policy shall apply as specified to personnel within the Department of Emergency Medical Services.
- DEFINITION:** A member shall be defined as performing in an "acting assignment capacity" when he/she is directed by management to fulfill the complete responsibilities of a position at a higher rank or pay range (if career), for a temporary period of time, such as during the recruitment and selection process to fill a vacancy or during an extended personal or medical leave.
- PROCEDURE:** The official designation of "acting assignment capacity" will be assigned by the employee's immediate supervisor to any supervisory position with approval of the Deputy EMS Chief.
- The Deputy EMS Chief with approval of the EMS Chief will select the position of “acting” Deputy EMS Chief.
- Once appointed, the member's compensation and maximum length of term shall be regulated by Virginia Beach Department of Human Resources Policy 2.05 (City Acting Assignment Salary Policy).

This policy shall become effective upon the approval of the Chief of Emergency Medical Services.

