



Virginia Beach Department of Emergency Medical Services



Human Resources

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 EMS Chief.
- For career members, compensation and maximum length of term shall be regulated by Virginia Beach Department of Human Resources Policy 2.05 (City Acting Assignment Salary Policy).

ORDERED:

1/18/2017

EMS Chief

Date