

COUNTY OF PRINCE GEORGE PERSONNEL POLICIES Prince George, Virginia	POLICY NUMBER: 17.1	Page 1 of 1
	SUPERSEDES: February 27, 2018	DATE ISSUED: July 13, 2021
SUBJECT: Temporary Acting Positions	AUTHORIZATION: Adopted by the Board of Supervisors; to become effective July 13, 2021	

17.1 Temporary Acting Positions

Appointments in an acting capacity to positions in a higher class shall be approved by the County Administrator.

Employees temporarily reassigned for a period exceeding thirty (30) days to a higher classification level, other than to fill in for annual leave or short-term vacancies for the benefit of the County, shall be granted a five percent (5%) increase or the minimum level of the new pay grade & appropriate step, whichever is greater. Once the thirty (30) days has been exceeded, the increase will be retroactive to the first day that the temporary assignment began. Merit or step increases should be granted during the period of reassignment. Should the employee be re-assigned back to the original classification or to another assignment which carries a lower classification level, the employee's pay shall be adjusted back to original salary, modified by any merit or step increases that occurred while the employee was in the temporary acting position. Should the employee's salary exceed the maximum in the new range, and the reassignment is not for disciplinary reasons, the adjusted salary level of the employee would be frozen, and the employee would continue to be eligible for any merit awards available to general employees.