

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

POLICIES & PROCEDURES MANUAL

POLICY 31.130 - HIGHER ACTING CLASSIFICATION

Date: July 2024
Revision No.: 5
Supersedes: July 2023
First Adopted: March 26, 1991

POLICY:

Article III, Section 3.7 of the Water Department General Unit Memorandum of Understanding (MOU) between the Water Board and the International Brotherhood of Electrical Workers Local #47 stipulates the provision of Higher Acting Classification. This policy outlines the procedures for implementing Higher Acting Classification pay.

This policy applies to all units.

PROCEDURE:

Upon written approval of the General Manager, a Division Director may assign a qualified employee to perform the duties of a vacant higher classification for a period not to exceed 960 hours (12 pay periods) in a fiscal year.

The intent of the higher acting classification is to temporarily fill a vacancy during recruitment for a permanent appointment. Higher Acting Classification shall not be used for temporary vacancies due to another employee's leave of absence and shall only be used for vacancies created by termination, resignation, or retirement while the position is actively in recruitment.

After the employee has been assigned, by written documentation, verification of the recruitment status by Human Resources, and approval of the General Manager and the Division Director, compensation at the higher acting classification pay shall be effective the first working day of the assignment to the higher acting classification. The employee shall receive compensation at the bottom of the range for the higher acting classification or 5% above his/her current base rate of pay, whichever is greater, for the duration of the higher acting assignment.

AUTHORIZATION:

All requests for assignment to a higher acting classification shall be submitted to the General Manager for approval. The Division Director will coordinate the request with Human Resources.

Policy Review

Established:	<u>3/26/1991</u>
Revised:	<u>6/17/1998</u>
Revised:	<u>4/1/2009</u>
No changes:	<u>7/2018</u>
No changes:	<u>7/2019</u>
No changes:	<u>7/2020</u>
No changes:	<u>7/2021</u>
No changes:	<u>7/2022</u>
Minor changes GM approved:	<u>7/2023</u>
Minor changes GM approved:	<u>7/2024</u>

CITY OF SAN BERNARDINO
MUNICIPAL WATER DEPARTMENT
INTEROFFICE MEMORANDUM

TO: Miguel J. Guerrero, P.E., General Manager

FROM:

SUBJECT: HIGHER ACTING CLASSIFICATION PAY

DATE:

CC:

It is hereby requested that the following employee be temporarily reassigned to a higher acting classification, due to a vacancy for the "New Classification" below, which will be in recruitment during this assignment, as follows:

Employee's Name: _____

Current Classification: _____

Range _____ \$ _____ /hour _____

New Classification: _____

Range _____ \$ _____ /hour _____

Effective Date: _____ Expiration Date: _____
Not to exceed 960 hours (12 pay periods)

This employee meets the minimum qualifications of the job description listed under "New Classification".

Requested by:

Division Director Date

Verified position will be/is in recruitment effective: _____

Human Resources Date

Approved by:

General Manager Date

I agree with and understand the temporary appointment to a higher acting classification as set forth above.

Employee's Signature Date