

## Human Resources Memorandum

<b>SUBJECT:</b> <b>Additional Appointments for Managers and Supervisors</b>	<b>NUMBER:</b> <b>HR 2013-003</b>
	<b>DATE ISSUED:</b> <b>04/30/13</b>
<b>DISTRIBUTION:</b> <b>All Employees</b>	<b>EXPIRES:</b> <b>NA</b>

Effective immediately, departments are no longer authorized to make any additional appointments for managers and supervisors.

As members of the management team, employees in supervisory and managerial classes can reasonably be expected to perform work as needed to ensure that a department meets its mission. A manager should be expected to fulfill a wide range of duties not normally part of their assignment and classification without additional compensation.

For extended periods of time and if specific conditions are met, Arduous Pay may be considered for supervisors and managers that do not receive overtime:

- Arduous pay – Pay Differential 62 provides compensation to FLSA exempt excluded employees who meet specific conditions and upon approval of the appointing authority. (See PML 2013-006)

### Options:

For extended workload needs, departments may consider the options shown below in lieu of using an additional position.

- Mandatory overtime when funding permits.
- Limited-term appointments when there is a management need to address backlogs and funding is available.
- Temporary reassignments when employees in similar classifications may be reassigned to perform work in different program areas.
- Training and development (T&D) assignments may be considered when there is a management need to address work backlog and existing staffing is inadequate to meet the needs. T&D assignments require that the new assignment be outside of the employee's current promotional path. T&D assignments are limited to 2 years.
- Acting assignments may be authorized pursuant to State Personnel Board (SPB) Rule 302.3 to make emergency appointments on an acting basis to established positions for 20 to 60 working days. These appointments shall meet a specific and reasonable operational need and involve a substantial change in duties.

If the Department currently has employees in additional appointments, CalHR is reviewing these appointments and will contact the Human Resources office to discuss the results of their findings and an action plan.

If you have a mission-critical need or an emergency situation arises, please contact your Personnel Analyst.

Any questions regarding this HRB memo should be referred to your Classification and Pay Analyst.