

ORANGE COUNTY SOCIAL SERVICES AGENCY

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Subject: Temporary Classification Request

Number: C 20

Approved: Signature on file

Date: 05-12-03

POLICY

Requests to temporarily change the classification of a position to a different classification shall be submitted by means of a Temporary Fill Request form. A temporary reclassification is appropriate when the position will consist of substantially different or new duties than those of the budgeted class. Temporary reclassifications shall be for a limited period of time and the position shall be restored to the original budgeted class when the duties are within the scope of the original classification.

SSA Human Resources shall maintain an Automatic Temporary Fill List that will identify classification series that do not require a Temporary Fill Request form. Positions that are in a classification series on the Automatic Temporary Fill List may be filled at any level in the series without the use of the Temporary Fill Request form.

The Temporary Fill Request forms are located on the SSA Intranet, Admin P&P section as an attachment to this policy. The Temporary Fill Request form can also be accessed from the SSA Intranet Human Resources page under the forms link.
