

# ACTING-IN POSITION AGREEMENT

Division/agency

Date

This acting-in position agreement is voluntarily entered into in accordance with [Human Resources Policy 5-100](#). This acting-in position assignment provides a career development opportunity for an existing merit County employee,

Employee ID

Name

, who will perform the essential functions of the

within the Salt

Position Title and Grade.

Lake County

Division/agency

**Acting-In Position Number**

**Reports to Position Number**

The position duties will consist of all the essential functions listed in the existing job description (attached). Employees shall meet the minimum qualifications of the Acting-in position.

**Duration of Assignment**

This assignment will commence on \_\_\_\_\_ and end on \_\_\_\_\_. Acting-In assignments are generally six months or less and may not be retroactive for a period greater than 30 calendar days. Requests for Acting-In extensions beyond the six months shall be made by the agency and approved by the Human Resources Director. The employee’s pay returns to the prior rate of pay upon completion of the assignment.

I understand this acting-in agreement is not a guarantee of the acting-in position and/or the duration of the assignment.

**Notice of Reduction in Force**

Employee retains a right to notice under [Human Resources Policy 2-900](#) of a reduction in force of their original position.

**Salary**

A merit employee may be granted a salary increase to at least the minimum pay of the Acting-in assignment or as approved by the Human Resources Director. The amount of pay shall be evaluated based upon Pay Range Guidelines, internal pay equity and a competitive external market rate.

Approved Salary:

The Parties to the agreement are as follows:

Date:

Employee Signature

Supervisor Signature

Department/Elected Official Signature

Human Resources Director Signature

**Disclaimer:** All extensions will require that the original or previous Acting-In agreements, Career Mobility Assignments, In-Grade Advancement Plans, and Incentive Plans within the previous year regarding this employee be attached.

Please include the rationale for the extension request.

cc: HR Consultant