

**Chapter Pers 32****ACTING ASSIGNMENTS****Pers 32.01 Acting assignments**

**Pers 32.01 Acting assignments.** When a position is vacant and requires the temporary assignment of a permanent employe, the appointing authority with the approval of the director may proceed based on the following principles:

- (1) The appointing authority will initiate action to fill the position on a permanent basis.
- (2) There are no other viable alternatives.
- (3) The appointment will normally be for 6 months or less.
- (4) The assignee shall meet the minimum qualifications established for the position by the director.
- (5) It is not the intent of the appointing authority to generate a series of acting assignments.

**History:** Cr. Register, September, 1975, No. 237, eff. 10-1-75.