

## Chapter Pers 32

## ACTING ASSIGNMENTS

Pers 32.01	Acting assignments	Pers 32.04	Letter of notification
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**Pers 32.01 Acting assignments.** When a position is vacant and the needs of the service require the performance of the duties of that position, a permanent employe may be temporarily assigned to perform those duties.

**History:** Cr. Register, September, 1975, No. 237, eff. 10-1-75; r. and recr. Register, February, 1981, No. 302, eff. 3-1-81.

**Pers 32.02 Approval of the administrator.** The appointing authority shall submit a written request to make acting assignments which exceed 45 calendar days in length to the administrator for approval. This request shall state the anticipated duration of the acting assignment and provide such additional information as the administrator requires. Acting assignments not to exceed 45 calendar days shall be made at the discretion of the appointing authority.

**History:** Cr. Register, February, 1981, No. 302, eff. 3-1-81.

**Pers 32.03 Duration of acting assignments.** (1) The acting assignment shall not exceed a total of 6 months, except as provided in sub. (2).

(2) If the appointing authority is unable to make a permanent appointment to that position within that 6-month period, a written request for approval to extend the acting assignment shall be submitted to the administrator. The extension request shall indicate the expected date by which a permanent appointment shall be made.

**History:** Cr. Register, February, 1981, No. 302, eff. 3-1-81.

**Pers 32.04 Letter of notification.** The appointing authority shall give written notice to both the employe and the administrator of the acting assignment. This letter of notification shall identify the nature of the duties to be assigned, the planned duration and other conditions of the acting assignment, including the fact that no adjustment in pay shall be made.

**History:** Cr. Register, February, 1981, No. 302, eff. 3-1-81.