

**Buffalo & Erie County Public Library**

**PERSONNEL POLICIES AND PROCEDURES MANUAL**

---

**SUBJECT: Temporary Assignments**

**CHAPTER: VI**

**SECTION: 7**

**EFFECTIVE DATE: 1/81**

**REVISION DATE: 8/06, Modified for the B&ECPL Effective 1/1/15**

**I. STATEMENT OF POLICY**

According to Section 64 of the Civil Service Law, temporary assignments can be authorized in specific circumstances. If there is an immediate and urgent need to fill a position, a temporary appointment can be made for a period not exceeding three (3) months. A temporary appointment can only be made for a period exceeding three (3) months in the following circumstances: to fill in for an employee on a leave of absence; to fill a position that will not continue in existence after a period not exceeding six (6) months; in periods where abolition or reduction of permanent positions are imminent.

**II. GUIDELINES**

**A. Qualifications**

An employee must meet the minimum qualifications for the higher level title

as set forth in the Civil Service job specification in order to receive temporary assignment/promotion.

B. Rate of Pay

1. The rate of pay for temporary assignments shall be determined by the collective bargaining agreements.
  - a. The respective collective bargaining agreements contain specific provisions governing the pay for employees promoted to perform work under higher or lower job titles for temporary periods.
  - b. For specifics as to when a new rate becomes effective for temporary assignment to an encumbered position see the applicable collective bargaining agreement(s).
  
2. For temporary promotion/assignment extending for longer than the time periods without rate increase which are stipulated by collective bargaining agreements, the employee will receive the rate of the higher job, beginning with the workday stipulated in the bargaining agreement. This rate will continue until his/her return to his/her permanent assignment.

C. Long-term Temporary Assignments

Upon making a temporary assignment expected to continue for longer than the period without pay stipulated in the applicable collective bargaining agreement, the department must contact Human Resources for further instruction.