

ACTING-IN POSITION AGREEMENT

Division/agency

Date

This acting-in position agreement is voluntarily entered into in accordance with [Human Resources Policy 2-700](#). This acting-in position assignment provides a career development opportunity for an existing merit County employee,

Employee ID

, who will perform the essential functions of the

Position Title and Grade

Name

within the Salt

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).

Duration of Assignment

This assignment will commence on and end on . Acting-in position assignments are generally made for any period up to six (6) months, but under no circumstance for more than six (6) months. Any of the parties may terminate this agreement upon fifteen (15) calendar days written notice. The employee shall retain the right to return to their original position at the end of the assignment or upon termination of the agreement, with all applicable merit increases and cost of living increases.

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 of 0% to 5% or the minimum of the acting-in grade. Redlining of salaries for acting-in assignments which exceed 90 days must be approved by the Mayor and County Council.

Acting-in assignment (0% to 5%) % **or** minimum of the acting-in grade.

Or as approved by the Human Resources Director and the Mayor's Office*.

*Ensure approval documentation is attached.

Parties to the Agreement

The Parties to the agreement are as follows:

Print Name (Employee)

Date

Date

Employee Signature

Date

Supervisor Signature

Date

Department/Elected Official Signature

Date

cc: HR Consultant