

EXTRAORDINARY APPOINTMENTS

SUMMARY

The following information is a list of extraordinary status codes and their respective definitions as they apply to extraordinary appointments within Miami-Dade County. Prior to appointing any current employee to a position with an extraordinary appointment status category, the hiring department should determine if the employee is covered by a collective bargaining agreement and ensure that the employee is appointed and paid in accordance with the provisions of the agreement. Non-bargaining unit employees should be appointed and paid in accordance with established personnel rules and procedures. For further assistance contact the Recruitment and Internal Placement Section of the, Recruitment, Testing and Career Development Division Human Resources Department.

PROCEDURE

1. Temporary Status (AD): This status code should be used to fill temporarily funded positions. No competitive recruitment process is required. The appointment should not exceed six months unless otherwise approved by the Human Resources Department. The AD status code may be used to appoint a County employee or an external applicant. A fully approved job opening is required. The hiring department and Human Resources Department must ensure the appointee meets the minimum qualifications for the position. When the Personnel Change Document (PCD) is prepared, the remarks section should state the reason for the temporary appointment. When the temporary assignment ends, another PCD must be initiated by the hiring department to change the status code if the temporary employee is selected to fill the position following a competitive selection process, or to separate the temporary incumbent from County service. Time served in AD status may be credited toward fulfillment of the probationary period in the event the position status changes to full-time and the temporary incumbent is selected to fill it.
2. Acting Temporary Status (AT): This status code should be used to appoint a County employee to a vacant, permanent, classified service position pending recruitment for the position. The job opening must be approved by the Office of Management and Budget (OMB) and Human Resources Department. The acting temporary assignment must represent the full scope of duties and responsibilities associated with the vacant position and the employee appointed to the position must meet the minimum qualifications. When the PCD is prepared, the remarks section should state the reason for the acting temporary appointment. When the acting temporary assignment ends, another PCD must be initiated by the hiring department to return the acting temporary employee to his/her former classification (if he/she has classified service rights) or to appoint the employee to the position following the recruitment and selection process. Time served in AT status will not be credited toward the probationary period.

3. Acting Temporary Status (AX) Exempt Status: This status code should be used to appoint a County employee to a vacant, permanent, exempt service position pending recruitment for the position. There must be a fully approved job opening for the position. The acting temporary assignment must represent the full scope of duties and responsibilities associated with the vacant position and the employee appointed to the position must meet the minimum qualifications. When the PCD is prepared, the remarks section should state the reason for the acting temporary appointment. When the acting temporary assignment ends, another PCD must be initiated by the hiring department to return the acting temporary employee to his/her former classification (if he/she has classified service rights) or to appoint the employee to the position following the recruitment and selection process.
4. Substitute Status (AJ): This status code should be used for positions in the classified service when an appointment is made to replace a County employee who is in non-pay status and is on an approved extended leave of absence. The AJ status code can be used to appoint a County employee or an external applicant; however, the appointment must be made following a competitive recruitment process. When preparing the PCD, the hiring department should indicate the reason for the appointment in the remarks section. When the substitute assignment ends, a PCD must be initiated to return the substitute employee to his/her former classification (if he/she has classified service rights) or to separate the substitute incumbent from County service. If the permanent incumbent who is on leave does not return to the substitute position, the employee servicing who is on leave does not return to the substitute position, the employee serving in the substitute capacity may be appointed to the position. Time served in AJ status may be credited towards the probationary period. Credit for time served (up to 26 pay periods) must be indicated on the PCD in order for the employee to receive credit.
5. Emergency Status (AH): This status code should be used to appoint an external applicant to a full-time position where unusual conditions call for immediate employment. An appointment for this status cannot exceed 90 days unless approved by the Director, Human Resources Department and Risk Management. A fully approved job opening is required; however, no competitive selection process is necessary. The hiring department must ensure that the appointee meets the minimum qualifications for the position. This status code may be used to fill positions for which an examination is required provided that there is not an appropriate eligible list available. When preparing the PCD, the hiring department should state the reason for the emergency appointment in the remarks section or on a separate memorandum. When the emergency assignment ends, another PCD must be initiated by the hiring department to separate the employee in emergency status from County service or to change the status code if the employee is selected from a subsequent recruitment. Time served in AT status will not be credited toward the probationary period.
6. Part-time Status (AE): This status is used when the workload is such that employment of a full-time person is not justified. Part-time employees are eligible for some County benefits. All part-time employees must meet all minimum requirements for the position. No formal competitive selection process is required for part-time positions; however, if a department wishes to consider a part-time employee for a full-time, permanent position in the future, the employee must participate in a competitive selection process. Some or all of the part-time experience may be credited toward satisfying the probationary period as long as the part-time incumbent previously participated in a competitive selection process (time served

must be within the same classification and the same department.) Credit for time served (up to 26 pay periods) must be indicated on the PCD in order for the employee to receive credit.

7. Seasonal Status (AG): This status is used to fill positions that require the services of an employee only for certain parts of the year on a recurring basis. No formal competitive selection process is required.
8. Exempt Status (AC): This status code is used to identify job classifications and employees that are exempted from the Classified Service in accordance with Section 2-41 of the Code of Miami-Dade County.
9. Out of Class Pay (OCL): This is a pay provision that may be used when an employee is performing *all* of the duties and responsibilities of a higher classification while the permanent employee is on leave or an extended suspension, with or without pay. Eligibility for out of class pay is determined by the terms of the employee's bargaining unit contract. Non-bargaining unit employees may be considered for OCL when a vacancy does not exist and an employee is required to assume the higher level duties for a minimum of five consecutive days. The hiring department must indicate the OCL pay transaction by recording it on the selected employee's Pay and Attendance Record (PAR). Time served in OCL pay will not be credited toward the probationary period of the class in which the employee is serving in the assignment. OCL assignments should be thoroughly evaluated and should not exceed seven pay periods unless otherwise specified by collective bargaining agreement.

CONTACT(S):

Department/Division

Human Resources Department/Recruitment, Testing and Career Development Division

REFERENCE DOCUMENT(S):

Personnel Rules for the Classified Service
Section 2-41 of the Code of Miami-Dade County