

DHR USE: MAX DATE:		STATUS:		TO		FLSA	
NAME <b>Douglas Holton</b>		CURRENT JOB TITLE <b>Sheriffs Dept Captain</b>		TITLE CODE -	POSITION NO. -	EMPLOYEE NUMBER [REDACTED]	
ASSIGNED JOB TITLE** <b>Deputy Sheriff Dir</b>		TITLE CODE -	POSITION NO. -	NAME OF PERSON BEING REPLACED AND EMPLOYEE NUMBER <b>Daniel Hughes</b> [REDACTED]			
DATE ASSIGNMENT BEGINS <b>11/6/2022</b>	DATE PAY BEGINS <b>11/27/2022</b>	DATE ASSIGNMENT ENDS <b>2/3/2023</b>	ORGANIZATIONAL UNIT NAME <b>Sheriff's Office</b>		ORG. UNIT NUMBER <b>4000</b>		
NEW HRLY. RATE <b>\$106,254.40/annual \$51.08/hr</b>	PAY RANGE <b>902E</b>	STEP -	OLD HRLY. RATE <b>\$101,254.40/annual \$48.68/hr</b>	PAY RANGE <b>916E</b>	STEP -	FORM PREPARED BY <b>Mary Paul</b>	TYPE OF VACANCY <input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary
TAHC Type*** <input checked="" type="checkbox"/> Original <input type="checkbox"/> Extension		Compensation <input checked="" type="checkbox"/> Compensated <input type="checkbox"/> Non-compensated					

If permanent vacancy, attach request for certification.

REASON FOR TEMPORARY ASSIGNMENT:

To provide supervision and coverage in role while incumbent serves in TAHC.

**I UNDERSTAND THAT I MUST PERFORM THE DUTIES AND ASSUME THE RESPONSIBILITIES OF THE HIGHER CLASSIFICATION FOR NOT LESS THAN \* (SEE NOTE BELOW) 15 or 30 (circle one) CONSECUTIVELY SCHEDULED WORK DAYS IN ORDER TO EARN THE HIGHER RATE OF PAY.**

Denita Ball 11/10/2022

Douglas Holton 11/10/2022

APPOINTING AUTHORITY SIGNATURE

DATE

EMPLOYEE SIGNATURE

DATE

**TAHC Rational**

As a result of Denita Ball being selected for the Sheriff position, her former role as Admin FAC (Chief Deputy) is vacant. The incumbent Daniel Hughes is TAHC'd into her role, thus creating a vacancy in his role as Deputy Sheriff Dir (Inspector). This position requires coverage to ensure operations of MCSO continue seamlessly during this transition in leadership.

\*NOTE: Non-represented employees & employees previously represented by DC 48 may be TAHC'd into a position for not less than five (5) consecutively scheduled work days . Non-represented employees & employees previously represented by DC 48 must work for not less than fifteen (15) consecutively scheduled work days in order to earn the higher rate of pay. The higher rate of pay shall commence after the fifteenth (15) day of consecutive service of temporary duties and such pay shall be consistent with Section 17.09(1) of these ordinances. If the employee is a department head, deputy department head, associate department head, or immediate assistant department head, they must work in the higher classification for thirty (30) consecutive scheduled work days. The higher rate of pay shall commence after the thirtieth (30) day of consecutive service of temporary duties and such pay shall be consistent with Section 17.09(1) of these ordinances. For represented employees of bargaining units, refer to the current contract in place.

\*\*NOTE: Employees temporarily assigned to a higher classification shall not be entitled to accrue additional vacation, holiday, personal, or sick time due to service in the temporary assignment different from the employee's entitlement in their permanent position, with the exception of increased pay pursuant to Section 17.085(1)(c). Temporary assignments may be terminated at the discretion of department management or the Director, Department of Human Resources.

\*\*\*NOTE: One extension of the temporary assignment for no more than an additional ninety (90) days may be approved by the Director of Human Resources. Temporary assignments in excess of 180 days must be approved by the County Board.

WHITE - DEPT. OF HUMAN RESOURCES

CANARY - DEPT. HEAD

PINK - EMPLOYE

GOLDENROD - DEPT. PAYROLL

**Department of Human Resources Only**

Employment & Staffing

Approve  Deny

Notes:

Denita Ball 11/10/2022

DHR Director

Approve  Deny

Signature:

Dean Pfeiffer

11/11/2022