

Emergency Appointments

Policy

It is the policy of the DGS to make emergency appointments for up to 60 working days in accordance with State Personnel Board (SPB) Rules 301 through 304, which specify the different types and appropriate use of emergency appointments.

Definition

Emergency appointments allow appointing powers to hire staff for a short period without respect for employment lists to:

- Respond to true emergencies such as fire or flood
- Perform unusual, short duration work (30 days or less)
- Fill temporary vacancies (20 to 60 days) in established positions.

Types of appointments

The table below describes the three types of emergency appointments.

Type	SPB Rule	Provision
True emergency	302.1	<ul style="list-style-type: none"> • To prevent the stoppage of public business in the case of fire, flood or other emergency • Service is generally limited by Rule 303 to 60 working days in a 12-month period • Appointments may be exempted from this limitation by the Executive Officer of the SPB • Temporary employment is limited by the Constitution to 9 months in a 12-month period • Civil servants and non-civil servants are eligible for appointment • Appointment is at the discretion of the appointing power
Short duration work	302.2	<ul style="list-style-type: none"> • To employ persons up to 30 working days in a 12-month period to perform work that is distinct from the range of work normally performed by the appointing power's regular staff (work is distinct because of its unusual urgency, nature, volume, location, duration, or other special characteristics) • Not appropriate if work necessitates employment of one or more individuals for more than 30 days in a 12-month period • Selection of individuals is at the discretion of the appointing power

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Emergency Appointments, Continued

Types of appointments (continued)

Type	SPB Rule	Provision
Acting assignment	302.3	<ul style="list-style-type: none"> To fill established positions for 20 to 60 working days when such positions are temporarily vacant Not authorized for acting assignments of less than 20 days Limited to situations where there is a reasonable operating need that cannot be feasibly met through other civil service or administrative alternatives

Roles and responsibilities

The roles and responsibilities are depicted in the table below.

Role	Responsibility
Personnel Liaison (PL)	Prepares and forwards a Request for Personnel Action (RPA) to the Classification and Pay (C&P) Analyst including the following information: <ul style="list-style-type: none"> Name of appointee Description of work to be performed including duties of the position Justification for use of emergency appointment Classification to be used, or in those cases where there is no appropriate class, the working title to be used Estimated total days to be worked and hours of work
Classification and Pay (C&P) Analyst	<ul style="list-style-type: none"> Completes review of the RPA and determines if the emergency appointment requirements are met (may request additional information) May need to request approval from SPB Informs PL of determination Forwards RPA to Personnel Specialist (PS) for processing

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Emergency Appointments, Continued

Delegation In most cases, the approval of emergency appointments is delegated to the DGS. Exceptions to this delegation are:

- Appointments made under Rule 302.1 that result in the employee spending more than 60 days in a 12-month period
- Acting assignments of non-State employees for more than 30 working days
- Acting assignments made to classes for which there are examinations in progress

Resources The table below identifies a variety of resources related to this topic.

References	Sections
Law and Regulation http://leginfo.legislature.ca.gov/faces/codes.xhtml;jsessionid=ec740fb92d7f258cc38ebd5c0c9	GC 18531, 19888-19888.1
http://weblinks.westlaw.com/toc/default.aspx?Abbr=ca%2Dadc&Action=ExpandTree&AP=I1CF57861D48D11DEBC02831C6D6C108E&ItemKey=I1CF57861D48D11DEBC02831C6D6C108E&RP=%2Ftoc%2Fdefault%2Ewl&Service=TOC&RS=WEBL13.01&VR=2.0&SPa=CCR-1000&pbcc=DA010192&fragment#I1CF57861D48D11DEBC02831C6D6C108E	SPB Rule 300-304
Memo of Understanding (MOU) http://www.calhr.ca.gov/state-hr-professionals/Pages/bargaining-contracts.aspx	See applicable MOU
Personnel Management Policy and Procedures Manual (PMPPM)	332
Responsible Control Agency and Program	SPB
SPB/DPA Policy Memos http://spb.ca.gov/laws/policies.cfm	SPB Pinkie dated 9/21/82, 12/ 9/81