

## Department of Public Works and Engineering

Subject:

**PROPER UTILIZATION OF PERSONNEL**

Departmental Policy  
**3-16**

Effective Date: **Upon Approval**

### **I. Purpose**

To ensure that employees perform the designated duties of their job classification.

### **II. Scope**

This policy applies to all Department of Public Works and Engineering employees and supersedes any other former Departmental policy, procedure or directive.

### **III. Policy**

No employee will perform work outside the scope of the job duties of a particular classification.

Occasionally the need to temporarily assign an employee to perform duties different from his or her official job description may arise. On those instances, an employee may be appointed to an "Acting" position and documented on Attachment A.

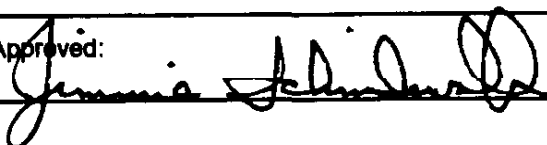
Appointments to "Acting" positions will only be made where a bona fide budgeted vacancy exists, and the "Acting" employee meets minimum qualifications of prescribed position.

No one other than the Director or Deputy Director has the authority to appoint personnel to "Acting" assignments.

An "Acting" assignment means that someone is placed as the sole incumbent in that job.

"Acting" appointments will not exceed ninety (90) days, unless specifically authorized in writing by the Deputy or Director.

Approved:



Date Approved:

**8-1-95**

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## Department of Public Works and Engineering

Assignment to an "Acting" position is not a promise to promote the incumbent. Promotions must be done on a competitive basis according to City of Houston Civil Service Rules and Regulations.

### IV. Compliance

Adherence to the above is mandatory. Any employee who violates this policy may be subject to disciplinary

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**CITY OF HOUSTON****JIMMIE SCHINDEWOLF, P.E., DIRECTOR****INTER OFFICE CORRESPONDENCE****Department of Public Works & Engineering**

To (EMPLOYEE NAME)  
(EMPLOYEE S.S. #)  
(JOB CLASSIFICATION)

From (DIRECTOR'S NAME)  
Department of Public Works  
& Engineering

Date (DATE)

Subject Assignment to Acting Position

Effective \_\_\_\_\_, you are appointed to the position of acting  
(Date)

\_\_\_\_\_, at \_\_\_\_\_  
(Classification) (Location)

This appointment will expire in **90 days**, on \_\_\_\_\_ unless renewed in  
(Expiration Date)

writing. This acting appointment is not a promise to promote you. The promotion to

\_\_\_\_\_ will be made on a competitive basis  
(Classification)

according to City of Houston Civil Service Rules and Regulations.

\_\_\_\_\_  
Director

xc: Public Works & Engineering  
Personnel