

Request for a Companion /Advance Replacement Position Procedures

A request for a Companion/Advance Replacement is submitted to the Human Resources Services Team when the department has determined a need to cover the work assignment of an absent or terminating regular employee. The Human Resources Director has given delegated authority to approve and deny Companion Position Requests to the Human Resources Services Managers.

Approval of a department's request for a *New* or *Extension* of a Companion Position in accordance with Ordinance No. 440, Section 4, Positions Allowed, c) Companion Positions:

1. **Advance Replacement of Terminating Employee.** An agency/department head, with prior approval of the Human Resources Director, may fill a regular position with a replacement up to thirty (30) calendar days in advance of a terminating employee. Under exceptional circumstances, the position to be vacated may be filled with a replacement for up to an additional sixty (60) calendar days with the prior approval of the Human Resources Director. On approval, there shall be automatically established in the agency/department, an additional position of the same class which shall be automatically abolished on the effective date of said termination.
2. **Companion Position During Unpaid Leave.** When an employee is authorized a leave of absence without pay for a period in excess of twenty (20) working days, his/her position shall not be filled during such absence. On the agency/department head's request, a temporary companion position of the same class shall be allowed to the agency/department, only for the duration of the approved leave. If a regular employee is placed in such temporary position, he/she shall be entitled to the same benefits as if the position were a regular position. The agency/department head shall promptly inform the Human Resources Director of the adding of the companion position, and of its deletion upon the return to work or separation of the absent employee. The format provided by the Human Resources Director shall be used for this purpose.
3. **Companion Position During Paid Leave.** When an employee is absent on authorized paid leave as above, a companion position may be allowed with the prior approval of the Human Resources Director.

The department is required to write a brief justification for the request and provide the financial impact for the current fiscal year.

The department will need the following information to complete the form:

Employee name

Classification

Job code

Position Control Number

Department Budget ID number

Funding Source

All companion positions are considered temporary and should be deleted after the employee has returned to work or terminated from the position.