

COMPANION / ADVANCED REPLACEMENT REQUEST PROCEDURES

Departments may submit Companion / Advanced Replacement Requests based on operational need. The Companion / Advanced Replacement Request form can be found [here](#), or under the Human Resources (HR) Department Website: [Recruitment & Selection subpage](#), under Forms.

Companion / Advanced Replacement Requests are governed in accordance with Salary Ordinance No. 440, Section 4, Positions Allowed, C) Companion Positions, as detailed below. The HR Director has delegated authority to the HR Business Partner to approve or deny New and/or Extension Companion / Advanced Replacement positions. The types of Companion / Advanced Replacement Positions are as follows:

1. **Advanced Replacement of Terminating Employee**

An agency/department head, with prior approval of the HR 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 HR 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 HR 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 HR 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 HR Director.

Submittal & Approval Process

- If contemplating a Companion / Advanced Replacement Request, it is recommended that departments engage their assigned HR Business Partner to discuss the scenario and potential use, duration, etc.
- Once the need is determined, the Companion / Advanced Replacement is prepared by the department. Requests should be fully complete and include a brief justification to support the request. The Companion / Advanced Replacement Request should be signed by the Department Head or Designee and then be submitted to the assigned HR Business Partner.

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- The HR Business Partner will review the request for conformance to the provisions under Salary Ordinance 440, appropriateness, level, planned length of use, etc. If approved, the HR Business Partner will facilitate the Companion / Advanced Replacement position establishment by approving the Request, and sending it to the Employee Services Position Management Team at: HR-EmployeeServices-PosMgmtTeam@RivCo.org and copying the department requester. Requests to extend the use of approved Companion Positions may be considered when appropriate and should follow the same procedure.
- Departments should make note of established Companion / Advanced Replacement positions within their organization and submit a request to inactivate/cancel the position after the approved use ends. Requests to inactivate/cancel the Companion / Advanced Replacement position should be submitted to the Employee Services Position Management Team at: HR-EmployeeServices-PosMgmtTeam@RivCo.org and the department should copy their assigned HR Business Partner.
- **All companion positions are considered temporary in nature and must be inactivated/cancelled when the employee has returned to work or terminated from the position.**