

ACTING REQUEST FORM

IMPORTANT NOTE:

THIS REQUEST MUST BE COMPLETED BY A SUPERVISOR AND APPROVED BY THE POSITION REVIEW COMMITTEE PRIOR TO EMPLOYEE PERFORMING 'ACTING' DUTIES

This ACTING REQUEST FORM is to be used when an employee will be working in a position where:

- There is an authorized FTE
- A position becomes vacant due to a termination, resignation, promotion or retirement
- A supervisor has authorized the work to be completed

PLEASE NOTE:

- For employees in Local 2250 or Local 400 acting pay is effective on the 11th day of working in the assignment
- For employees in ASASP Unit II and Unit III on the 11th day of work in the assignment, the employee is paid retroactive to Day 1.
- The employee may become permanent if selected through the competitive process. If the individual is not selected for the position, he/she returns to their former position (ASASP Unit II and Unit III states that employees automatically obtain the position permanently after serving in the position for 180 days).
- Short Term Assignments are approved for no more than 60 days. At the end of 60 days, a new request must be submitted.
- Long Term Assignments are approved for no more than 90 days. At the end of 90 days, a new request must be submitted.

Employee Name:	EIN:	Length of Time in	Length of Time in Current Position:	
Current Position:	Current Supervisor:	Curren	Current Location:	
Proposed Start Date:	Proposed End Date:	Day 11 Begins:		
Select One: ☐ Short Term Assignment ☐	☐ Long Term Assignment Re	quested		
Provide reason long term assignment is reque	ested:			
ACTING POSITION INFORMATION:				
Position Number: Position Name:		Position Grade:	Effective Date:	
Employee Replacing (Employee Name): Reason:				
APPROVAL:				
Principal/Supervisor:	structional Director:			
Signature/Date			Signature/Date	
Associate Superintendent/Chief:* Pos		osition Control:Signature/Date		
*Once complete and signed, form should to be forwarde	ed to Position.Control@pgcps.org fo	r review and final approval		
POSITION REVIEW COMMITTEE DECISION:				
☐ Approved ☐ Denied Date:	Notes:			
PROCESSING:				
HR Staffer:	taffer: Date:			