

HONOLULU POLICE DEPARTMENT
POLICY
ORGANIZATION, MANAGEMENT, AND ADMINISTRATION

April 24, 2015

Policy Number 2.28

TEMPORARY ASSIGNMENTS

POLICY

Departmental personnel may temporarily be assigned to assume the duties and responsibilities of other personnel without formally changing their current position assignment.

PROCEDURE

I. AUTHORITY

A. The Rules of the Civil Service Commission, 1978

Rules of the Director, definitions (2-13),
Subchapter 3, Chapter 2 reads:

"Temporary Assignment - means the assignment by a competent authority and the assumption, without a formal change in position, of all or a major portion of the significant duties and responsibilities of another position."

B. Collective Bargaining Unit Contract

The applicable provision of the contract shall take precedence.

II. GUIDELINES

A. Maintaining Service

1. Prior to requesting temporary assignment, duties of the absent employee should be distributed in the following manner:
 - a. Significant duties and responsibilities of the position should be assigned to a position in the next higher level or to another position at the same level; and

- b. The duties of the absent employee should be divided among others of the same class so that only a small portion of the tasks of the absent employee are assigned to any one person.
- 2. If significant duties and responsibilities cannot be distributed to others, the element commander may, when practical, request personnel for temporary assignment.
- 3. Temporary assignment should not create a succession of in-line movements.

B. Selecting Employees for Temporary Assignments

- 1. When applicable, selection for temporary assignment shall be in accordance with the collective bargaining unit's contractual agreement.
- 2. The employee should have the necessary skills, knowledge, and ability to perform the work satisfactorily.
- 3. Nonsupervisory personnel may be considered for temporary supervisory assignments only if they have successfully completed department-approved supervisory training classes.
- 4. Consideration shall be based on past performance, attendance, attitude toward the job, and willingness to accept the assignment.
- 5. Whenever a period of job orientation or training may be required, the temporary assignment shall be deferred until the work can be performed at the required level.


C. Reporting Requirement

- 1. The element commander shall submit the request on the Temporary Assignment Report e-form to the Human Resources Officer. In circumstances where the Temporary Assignment Report e-form is not appropriate, an HPD-493 form may be used. The Human Resources Officer shall determine whether all conditions are met and if the temporary assignment should be granted.

April 24, 2015

Policy Number 2.28
Page 3

2. Assignment to a position above division commander shall be submitted by the appropriate bureau chief.


LOUIS M. KEALOHA
Chief of Police

Attachment

Post on bulletin
board for one week

Policy first issued
June 6, 2001

HONOLULU POLICE DEPARTMENT TEMPORARY ASSIGNMENT REPORT

DEPARTMENT		DIVISION		EMPLOYEE NAME		B.U. NO.		PAY PERIOD				
SOCIAL SECURITY NUMBER		POSITION TITLE		POSITION NO.		FLSA		SALARY RANGE AND STEP				
POSITION NUMBER		POSITION TITLE		POSITION NO.		FLSA		RATE PER MONTH				
DATE	LINE REF	HOURS	LINE REF	SOCIAL SECURITY NO.	POSITION NO.	FLSA	B.U. NO.	NAME OF EMPLOYEE REPLACED CIRCLE REASON FOR TA AS DESCRIBED	DATES FROM TO	SR STEP	T/A RATE PER MONTH	ACTUAL HOURS REG OT
1 16			1					a b c d e				
2 17												
3 18			2					a b c d e				
4 19												
5 20			3					a b c d e				
6 21												
7 22			4					a b c d e				
8 23												
9 24			5					a b c d e				
10 25												
11 26			6					a b c d e				
12 27												
13 28												
14 28												
15 30												
16 31												
TOTAL												

I hereby certify that the immediate performance of all Temporary Assignments (TA's) listed is essential to the public service and that the TA's were made in accordance with the provisions of the Civil Service Rules and Regulations, Ordinances, and applicable Collective Bargaining Agreements under one of the following conditions:

- TA to a vacant position for which there is no appropriate eligible list and the assignment to the position has not exceeded 120/180 working days as provided under applicable Collective Bargaining Agreement and/or Civil Service Rules and Regulations.
- TA to a vacant position where there is an appropriate eligible list but the assignment is being made only for the period until an appointment can be made from such a list.
- TA to an incumbered position and the incumbent of the position is not available to perform the duties of the position.
- TA due to the incumbent being on temporary assignment.
- TA to an officer or employee who is designated as acting agency head or a first deputy who is formally appointed acting agency head by the Mayor and compensated after 10 consecutive working days of such assignment.

REASON:

Distribution: HRD and Finance

HPD-493

Element Commander

Date

Human Resources Officer

Date

Reviewed for Public Release

Please remove in Audit