

## Chapter ER-MRS 32

### ACTING ASSIGNMENTS

ER-MRS 32.01 Acting assignments.  
ER-MRS 32.02 Approval of the director.

ER-MRS 32.03 Duration of acting assignments.  
ER-MRS 32.04 Letter of notification.

**Note:** Chapter Pers 32 was renumbered chapter ER-Pers 32, effective March 1, 1983. Chapter ER-Pers 32 was renumbered chapter ER-MRS 32 under s. 13.93 (2m) (b) 1., Stats., Register, October, 1994, No. 466.

**ER-MRS 32.01 Acting assignments.** When a position is vacant and the needs of the service require the performance of the duties of that position, a permanent employee may be temporarily assigned to perform those duties. When the employee intends to compete for the vacant position, the appointing authority will ensure an exceptional competitive advantage is not afforded for the position by virtue of the acting assignment.

**History:** Cr. Register, September, 1975, No. 237, eff. 10-1-75; r. and recr. Register, February, 1981, No. 302, eff. 3-1-81; CR 18-006: am. Register July 2018 No. 751, eff. 8-1-18.

**ER-MRS 32.02 Approval of the director.** The appointing authority shall submit a written request to make acting assignments which exceed 60 calendar days in length to the director for approval. This request shall state the anticipated duration of the acting assignment and provide such additional information as the director requires. Acting assignments not to exceed 60 calendar days shall be made at the discretion of the appointing authority.

**History:** Cr. Register, February, 1981, No. 302, eff. 3-1-81; corrections made under s. 13.92 (4) (b) 6., Stats., Register September 2015 No. 717; CR 18-006: am. Register July 2018 No. 751, eff. 8-1-18.

**ER-MRS 32.03 Duration of acting assignments. (1)** The acting assignment shall not exceed a total of 6 months, except as provided in sub. (2).

**(2)** If the appointing authority is unable to make a permanent appointment to that position within that 6-month period, a written request for approval to extend the acting assignment shall be submitted to the director. The extension request shall indicate the expected date by which a permanent appointment shall be made and include additional information as required by the director.

**History:** Cr. Register, February, 1981, No. 302, eff. 3-1-81; correction in (2) made under s. 13.92 (4) (b) 6., Stats., Register September 2015 No. 717; CR 18-006: am. (2) Register July 2018 No. 751, eff. 8-1-18.

**ER-MRS 32.04 Letter of notification.** The appointing authority shall give written notice to the employee of the acting assignment. This letter of notification shall identify the nature of the duties to be assigned, the planned duration and other conditions of the acting assignment, including the fact that no adjustment in pay shall be made. The appointing authority shall place a copy of the notice in the employee's personnel file.

**History:** Cr. Register, February, 1981, No. 302, eff. 3-1-81; am. Register, May, 1988, No. 389, eff. 6-1-88; CR 04-138: am. Register June 2005 No. 594, eff. 7-1-05.