# Acting Assignments and Lateral Transfers (Non-Union Temporary Deployment)

## POLICY STATEMENT

The City of Hamilton ("the City") encourages and supports temporary deployment opportunities for employee development and to support succession planning within the City.

Acting Assignments and lateral transfers provide an opportunity for learning and development, and help fulfill the City’s short term operational requirements.

## PURPOSE

This Policy outlines the criteria and conditions that the City follows concerning temporary Acting Assignments and Lateral Transfers. The intent is to ensure consistent practices are followed across departments when creating and filling these opportunities.

## SCOPE

This Policy applies to all non-union permanent employees, who have completed their probationary period. For unionized employees, the governing collective agreement will prevail.

Temporary, contract and probationary employees, students and interns are not eligible for Acting Assignments.

This Policy deals with the process of filling a temporary vacancy. The performance of additional duties or responsibilities while the employee continues his/her regular job duties is not an acting assignment or lateral transfer.

Refer to the Acting Pay section of the Salary Administration Policy for compensation while in an acting assignment.

## DEFINITIONS

### Acting Assignment

Acting Assignments are internal opportunities within the City where an employee is temporarily assigned to a position with higher responsibilities. This generally occurs where there is an operational need for the position to be filled with urgency. The employee may acquire an Acting Assignment as the result of an Expression of Interest, a Corporate Posting, or a direct appointment, depending on the circumstances.

### Lateral Transfer

Lateral Transfers are internal opportunities within the City where an employee is transferred to another position at the same compensation level. A Lateral Transfer could occur within a department or across departments where there is an operational need for the position to be filled with urgency. The employee may acquire a Lateral Transfer as the result of an Expression of Interest, a Corporate Posting, or a direct appointment, depending on the circumstances.
### Expression of Interest
An Expression of Interest is initiated by the department by notifying employees that there is a temporary deployment opportunity and requesting that interested individuals submit a letter expressing interest in the Acting Assignment/Lateral Transfer and outlining rationale for consideration. Expressions of Interest would typically be used to fulfill temporary deployments that were 6 months to 1 year in duration.

### Learning & Development Plan
A written plan completed by an employee with their supervisor/manager. It outlines areas where learning and development experiences are needed. The goal is to increase effectiveness in the employee’s current position and consider the employee’s career development path.

### Succession Planning
A systematic process for defining key positions and identifying high potential employees who may be suitable successors for key positions. Succession Planning involves creating and executing a career development plan for high potentials so they are ready to move into key positions when there is an opening. Succession planning is for business continuity, operational readiness, and to promote individual employee career development. It is a critical part of retaining intellectual capital for the future and developing leadership capacity.

### TERMS & CONDITIONS
1. An employee may be directly placed without a competition/posting if the temporary deployment is less than six (6) months in duration. In these instances, the following considerations are recommended:
   - Fairness, equity, equal access to opportunities;
   - Performance management objectives and actual performance;
   - Available skill base and interest level in the acting position;
   - The division/department succession management plan;
   - Operational needs and requirements.

2. Temporary deployments that will last between six (6) months and one (1) year can be posted through an Expression of Interest within the division/section or through a Corporate Posting.

3. Temporary deployments that are known or likely to exceed one (1) year in duration must be posted through a Corporate Posting.

4. If a temporary position turns into a permanent position, the position must be posted corporately and the incumbent in the temporary deployment will need to compete for this permanent opportunity. If the incumbent achieved the temporary position through a Corporate Posting, the requirement for competition on the permanent position can be waived in consultation with the Executive Director of Human Resources.

5. During the temporary deployment, the employee’s base position may be temporarily filled by another employee, or the base position may be left vacant. The City will not eliminate any base position solely because it is vacant during the Acting Assignment or Lateral Transfer, but some circumstances unrelated to the temporary deployment may
### Exceptions

There may be valid operational reasons where a temporary deployment of over six (6) month duration may be exempted from the normal job competition process. These may include, but are not limited to, deployment of staff to project teams where a hard-to-find knowledge or skill set is required. A Learning and Development Plan is not a prerequisite when there are extenuating operational circumstances.

In all instances, the City reserves the right to waive the minimum posting period or requirement to post a Vacancy based on the approval of the Executive Director of Human Resources.

### RESPONSIBILITIES

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<tr>
<th>Role</th>
<th>Responsibilities</th>
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<tr>
<td><strong>Employee</strong></td>
<td>In order to be considered for any Acting Assignment or Lateral Transfer, complete a Learning &amp; Development Plan for review and approval by manager/supervisor</td>
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| **Manager/Supervisor**      | If the manager wants to suggest an employee for any temporary deployment opportunity, he or she must:  
  - Complete a Learning & Development Plan with the employee outlining the competencies that require development (see the Learning & Development Framework)  
If the manager learns that one of their staff is interested in a temporary Acting Assignment or a Lateral Transfer:  
  - Approval of the request must not be unreasonably withheld  
  - Forward request to the General Manager or Designate for approval. |
| **General Manager or Designate** |  
  - Approve all requests and decisions regarding Acting Assignments and Lateral Transfers  
  - Prepare documentation for any exceptions to this policy to be filed with Human Resources |
| **Human Resources (Employment Services)** | Once the approvals are received for Acting Assignment or Lateral Transfer,  
  - Consult with department to create a “Temporary Deployment Agreement” prior to the employee being redeployed.  
  - Distribute agreement to employee and their manager/supervisor for signature. |

### COMPLIANCE

Failure to comply with this Policy and any associated Procedures will result in the appropriate disciplinary measure as assessed on a case-by-case basis, up to and including dismissal from employment.

### RELATED DOCUMENTS

1. Salary Administration Policy
2. Termination of Employment Policy (Non-union)
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<tr>
<th>3. <strong>Learning &amp; Development Framework (To be Approved by SMT)</strong></th>
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<tr>
<td><strong>HISTORY</strong></td>
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<tr>
<td>This Policy was developed by Human Resources and reviewed by the Corporate Policy Review Group 2011-11-17.</td>
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<tr>
<td>This Policy was approved by Senior Management Team 2012-04-19</td>
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