

CORPORATE POLICY

SUBJECT: Multiple Assignments	CATEGORY: Human Resources
	ORIGINAL DATE: December 1, 2011
	REVIEWED DATE: <u>April 22, 2026</u>
	May 8, 2020
	REVISION DATE: <u>May 27, 2020</u><u>April 22, 2026</u>

- I. **POLICY:**
An accurate position inventory that includes employees occupying more than one position will be maintained by Human Resources.

- II. **SCOPE:**
All Lake County Health Department and Community Health Center (LCHD/CHC) employees.

- III. **PROCEDURE:**
 - A. An employee may be allowed to simultaneously occupy multiple assignments.
 - B. Documentation of the multiple assignments must be submitted to Human Resources on a Job/Status Change Personnel Action Form (PAF).
 - C. When an employee is hired into a second assignment, the budget for that second assignment will be responsible for payment of overtime.
 - D. The overtime rule for both assignments must be the same therefore the primary assignment's overtime rule will set the rule for both.
 - E. Timecard entries for hours worked in both assignments will be processed through LCHD/CHC's timekeeping system.
 - F. When an employee occupies multiple assignments, the employee may receive a separate paycheck for each assignment.
 - G. When an employee occupies two assignments and both assignments are benefit leave accruing positions, accruals will be earned and maintained separately. Benefit leave time accrued in one assignment cannot be used for time off in the other assignment.

- IV. **REFERENCES:**
None

- V. **AUTHORS/REVIEWERS:**
Designated Review Team, ~~Corporate Policy and Procedure Committee, Executive Team~~Deputy Executive Director, Executive Director, and Lake County Board of Health Personnel Committee.

- VI. **APPROVALS:**
Lake County Board of Health President

Signature: _____ Date: _____