

CORPORATE POLICY

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|--------------------------------------|-----------------------|-------------------------|
| <b>SUBJECT: Multiple Assignments</b> | <b>CATEGORY:</b>      | <b>HR</b>               |
|                                      | <b>ORIGINAL DATE:</b> | <b>December 1, 2011</b> |
|                                      | <b>REVIEWED DATE:</b> | <b>March 29, 2017</b>   |
|                                      | <b>REVISION DATE:</b> | <b>March 29, 2017</b>   |

**I. POLICY:**

~~1.—An accurate position inventory will be maintained by Human Resources which includes employees who occupy more than one position. It is the purpose of the Multiple Assignment policy to ensure an accurate position inventory of the occupancy for all positions within the Lake County Health Department and Community Health Center and to establish guidelines on how time work and paid should be processed for employees occupying more than one position.~~

~~2.1. Human Resources is responsible for the maintaining the position inventory.~~

**II. SCOPE:**

All Lake County Health Department and Community Health Center employees

**III. PROCEDURE:**

1. An employee may be allowed to occupy multiple assignments (more than one position) at the same time.

a. Documentation of the multiple assignments must be submitted to Human Resources, via a Job/Status Change Form PAF (Personnel Action Form).

b. Whenever an employee is hired into a 2<sup>nd</sup> assignment, the secondary assignment will be the assignment that is responsible for overtime payments.

c. The overtime rule for both assignments must be the same. The Primary Assignment's overtime rule will determine the overtime rule for both assignments.

~~d.~~ The timecard entries for hours worked in both assignments will be processed on the employee's actual timecard in the system.

~~d.e.~~ When an employee occupies multiple assignments, the employee may receive separate paychecks for time worked.

~~e.f.~~ 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, and Lake County Board of Health Personnel Committee

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_