



MCGEO Temporary Promotion and Assignment Process Frequently Asked Questions (FAQs)

Special OHR Live Event: Temporary Promotions and Assignments for MCGEO Employees August 13, 2021

The following questions were submitted by attendees during the August 13, 2021 OHR Special Live Event where OHR, MCtime, and OLR staff provided guidance on the MCGEO Acting Pay CBA implementation. Answers were provided by subject matter experts.

Q: Where do I find a position's minimum qualifications?

Class Specifications, found in the [Classification Plan](#), have minimum qualifications listed.

Q: For Temporary Assignments, how does a supervisor match an employee's experience with the minimum qualifications?

You will need to review a copy of the employee's most current resume to verify credentials and work experience listed in the minimum qualifications for that position.

Q: I think I am working out of class. Do I now receive the acting pay?

This process is designed for formal temporary promotions to a higher-level classification position. If you believe you are working out of class, please work with your department's HR Liaison to follow the June Box request process.

Q: How does seniority, as outlined in the MCGEO CBA, impact temporary assignment?

When multiple employees are equally qualified for the temporary assignment, seniority should dictate the final decision on which employee gets the assignment, per Article 8.3 of the MCGEO CBA.

Q: Can the decision of which employee receives the Temporary Promotion or Temporary Assignment be grieved?

Appeals can be made based on the guidelines stated in Article 23.4 of the MCGEO CBA and would follow the grievance process as outlined in Article 10.

Q: During a temporary assignment (for example, covering for a 5-day vacation), does the MCGEO employee also take on the role's authority for discipline, leave, and personnel matters for subordinates, even if they are MCGEO employees?

Yes. When an employee is temporarily assigned or promoted, they take on all duties and responsibilities of the position.

Q: Does a MCGEO employee temporarily assigned to an unrepresented supervisor role receive the \$5 pay?

Yes. As long as the role is at a higher classification level, all temporary assignments and promotions for MCGEO members result in a \$5 differential.

Q: What is the definition of formally assigned as it relates to temporary promotions and assignments?

Employees are formally assigned when they are directed to take on the full duties of the position for a duration of time. The forms for temporary assignment and temporary promotion are used as an official record of the formal assignment.

Q: Would the following scenarios be considered a temporary assignment?

- 1) **A MCGEO employee is asked to attend a one-hour meeting in place of a manager who is out of the office so that any necessary information can be obtained or shared.**

No. This is only one duty of the manager role, not the full responsibilities of the higher classified position.

- 2) **A MCGEO mechanic is asked to answer the phones for an hour or two while the Supervisor is out of the office.**

No. This is only one duty of the supervisor role, not the full responsibilities of the higher classified position.

- 3) **A supervisor is out of the office for the day and has an automatic email set up stating 'if you need immediate assistance, please contact [MCGEO employee]' but ultimately the MCGEO employee is not needed to perform any tasks outside the general scope of their regular work?**

No. This is only one duty of the supervisor role, not the full responsibilities of the higher classified position.

Q: Temporary promotions granted prior to July 4, 2021 do not need a SeamlessDoc submitted, correct?

Correct. OHR has already updated all carryover temp promotions for MCGEO members to abide by new guidance effective July 4.

Q: Is this additional pay and process passed through to unrepresented employees?

No. -The Temporary Assignment process and resulting pay adjustment are only for MCGEO members. Unrepresented employees can be temporarily promoted (10 days or more) via the standard process for temporary promotions.

Q: Do all MCGEO employees expecting to receive this pay need to submit their resume to the supervisor or OHR?

Resumes only need to be provided when formally assigned to a higher classified position for a temporary assignment or promotion.