



# TAMALPAIS COMMUNITY SERVICES DISTRICT

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## RESOLUTION 2020-04

### A RESOLUTION OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT ALLOWING THE GENERAL MANAGER TO APPOINT STAFF INTO INTERIM OR ACTING POSITIONS WHEN NEEDED

**WHEREAS**, the Tamalpais Community Services District (TCSD) intends to provide high quality services to the community, and

**WHEREAS**, providing high quality services requires continuity of staffing and high quality staff training and performance, and

**WHEREAS**, the TCSD Board of Directors approves the job descriptions and salary ranges for TCSD staff, and

**WHEREAS**, TCSD is a an at-will employer, and

**WHEREAS**, an approved job description may be vacant due to retirement, job change, extended illness, or other extenuating circumstances, and

**WHEREAS**, occasionally a current employee may step up to fill such a vacant position,


**NOW, THEREFORE, BE IT RESOLVED**, that whenever the needs of the District require, due to vacancy, extended illness, or other extenuating circumstances, the General Manager may appoint, on an interim or acting basis, a regular employee from the lower classification to perform the duties of the vacant higher position. An employee appointed to an interim or acting assignment does not have due process rights. The General Manager, at their sole discretion may terminate the assignment at any time without any due process. To be eligible for an interim or acting appointment, the appointee must be in good standing and demonstrate abilities to perform the job description functions. The employee assigned to perform the duties of a higher classification, shall not serve for more than 960 hours in a higher classification that is vacant. The employee may or may not be subsequently promoted from interim capacity into the same position in a regular capacity, subject to the TCSD's recruitment process.

**I HEREBY CERTIFY** that the forgoing resolution is a full, true, and correct copy of a resolution duly and regularly adopted and passed by the Board of Directors of the TCSD, County of Marin, State of California, at a meeting thereof, held on the 10<sup>th</sup> day of June, 2020, by the following vote:

AYES: Jeff Brown, Jim Jacobs, Steve Levine, Steffen Bartschat

NOES: 0

ABSENT: Matt McMahon

  
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Jeff Brown, Vice President, TCSD

  
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Heather Abrams, Secretary