

## **Request for a Companion /Advance Replacement Position Procedures**

A request for a Companion/Advance Replacement is submitted to the Human Resources Services Team when the department has determined a need to cover the work assignment of an absent or terminating regular employee.

The following options allow the department to request a *New* or *Extension* of a Companion Position in accordance with Ordinance No. 440:

### **1. Advance Replacement:**

This option will create a position of the same class when a regular employee is terminating. The request should not exceed 30 calendar days. Requires approval of the Human Resources Director and County Executive Officer.

### **2. Companion Position During Unpaid Leave:**

This option will create a position of the same class when a regular employee has an approved **unpaid leave** of absence exceeding 20 working days. The time increments for this request are from 1 to 6 months or 7 to 12 months. This request does not require approval, only notification of the addition to the Human Resources Director.

### **3. Companion Position During Paid Leave:**

This option will create a position of the same class when a regular employee has an approved **paid leave** of absence. The time increments for this request are from 1 to 6 months or 7 to 12 months. Requires approval of the Human Resources Director and County Executive Officer.

The department is required to write a brief justification for the request and provide the financial impact for the current fiscal year.

The department will need the following information to complete the form:

Employee name

Classification

Job code

Position Control Number

Department Budget ID number

Funding Source

The approval process may take up to two weeks.

All companion positions are considered temporary and should be deleted after the employee has return to work or terminated from the position.