

ITEM NO. 698 – Q Amended

RE: **Request for authorization for appointing authorities to fill positions in any class where a replacement overlaps the services of an employee who is terminating**

EFF: July 3, 1988

In order to provide for a short period during which a new or reassigned employee may receive instructions from the person whom he is replacing, a physical overlap is authorized for two employees in the same position for two weeks duration, or up to four weeks for administrative and technical positions.

Entry level positions of a Trainee or unskilled nature or any positions for which a supervisor is responsible for giving instructions are not eligible for overlapping employment.