

MANAGING DIRECTOR'S DIRECTIVE NO. 15

DUAL INCUMBENCY

Pursuant to Section 3-702(2) of the Philadelphia Home Rule Charter, the following Directive is promulgated:

DEFINITION

A dual incumbency occurs when two employees simultaneously fill one authorized position.

APPROVAL

1. A dual incumbency must be approved by the Managing Director prior to appointment of the second employee.
2. A dual incumbency will not be approved for more than 90 days.
3. Normal position control requirements will be followed in cases where the employee will be absent for more than 90 days.

CONDITIONS UNDER WHICH A DUAL INCUMBENCY MAY BE AUTHORIZED:

A dual incumbency may be approved if the efficiency of the agency will be adversely affected when:

1. The regular incumbent is absent for an extended period of time as a result of illness.
2. The regular incumbent is receiving accrued leave benefits.
3. The type of training which must be given a new employee cannot be given by anyone except the previous incumbent.

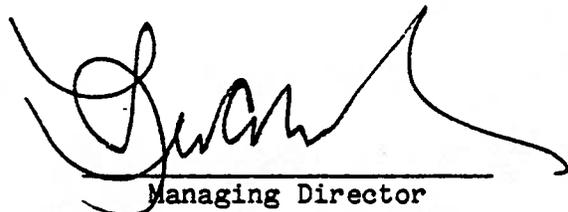
REQUIREMENT TO BE MET BEFORE A DUAL INCUMBENCY WILL BE AUTHORIZED:

A request for a dual incumbency for one month (30 days) or more must be offset by someone that has recently left the department's payroll and whose position will not be filled for the duration of the dual incumbency.

PROCEDURE TO SECURE APPROVAL FOR A DUAL INCUMBENCY:

Send the following to the Office of the Managing Director:

1. Memorandum (in duplicate) requesting the dual incumbency with the following information:
 - a. Name, title and salary of present incumbent.
 - b. Reasons for requesting dual incumbency.
 - c. Duration of dual incumbency.
 - d. Name and title of employee as offset (if dual incumbency is for more than one month).
2. Request for Certification - (in triplicate).



Managing Director