

**POLICY:**

- a. Each Department or Office Director shall designate an Acting Director, who will function in this capacity during their temporary absence or disability.
- b. Each Division Director shall designate in writing to their Department Director an employee who shall serve as Acting Director during their temporary absence or disability.
- c. Copies of the above memoranda shall be transmitted to the Human Resources Office, who will be responsible for maintaining a central file of such designees. A copy shall also be transmitted to the Clerk's Office.

---

**FOOTNOTES & REFERENCES TO RELATED AR's:** Supersedes AR 2.03 dated September 28, 1981.