



UNIT 4, 9 AND 11 TEMPORARY ASSIGNMENT PAY

I. Purpose

This policy defines the conditions under which and the method for providing Temporary Assignment Pay to employees in Units 4, 9 and 11.

II. Policy

A Department Director may assign an employee duties of a higher classification on a temporary short-term basis for the following reasons:

1. When a recruitment is under way to fill the regular position; or
2. There exists an urgent and/or critical need to have duties and responsibilities performed during the absence of another employee; or
3. The Department is undergoing changes in staffing and/or organization structure.

III. Length of Temporary Assignment

A Department Director may assign higher classification duties on a temporary basis up to six (6) months. On a case by case basis, the length of the assignment may be extended with approval of the City Manager.

IV. Temporary Assignment Pay

An employee assigned higher classification duties in accordance with this policy shall be paid one step over his/her regular salary, or the minimum of the higher classification range, or 5%, whichever is higher.

An employee assigned duties of a higher classification who serves continuously in the higher classification more than ten (10) consecutive working days shall be paid retroactively to the first full day of the assignment.

An employee who is temporarily assigned to perform the duties of a position equal to or lower than his/her classification shall continue to receive his/her regular rate of pay.

An employee whose classification specification includes the duties and responsibilities of a higher classification shall not be eligible for temporary assignment pay when s/he performs those duties.

V. Eligibility for Temporary Assignment Pay

To be eligible for temporary assignment pay, the employee must:

1. Be officially assigned to perform the duties and responsibilities of a higher classification for ten (10) consecutive working days or more; and
2. Perform substantially all of the duties and responsibilities of the higher classification; and
3. Possess the qualifications to perform the duties and responsibilities of the higher classification assigned, as stated in the classification specification for the assigned position.

VI. Appointment Discretionary

The final decision to approve a temporary assignment is discretionary and rests with the City Manager.

VII. Processing the Temporary Assignment Pay

To process temporary assignment pay, the Department Director submits a Personnel Action Form (PAF) with the following statement typed in the "Remarks/Reasons for Action" box:

"Add _____ compensation for Temporary Assignment Pay for the period _____ to _____ for higher classification work in the position of _____."

Forward the PAF to Human Resources for approval and processing.