
 Town of Swansboro	<b>Personnel Policy</b>		<b>The Pay Plan</b> Pay for "Interim" Assignment in a Higher Level Classification	
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**ARTICLE III. THE PAY PLAN**

**Section 21. Pay for "Interim" Assignment in a Higher Level Classification**

An employee who is formally designated for a period of at least one month to perform the duties of a job that is assigned to a higher salary grade than that of the employee's regular classification shall receive an increase for the duration of the "acting" assignment. The employee shall receive a salary adjustment to the entry level of the job in which the employee is acting or an increase of 10%. Criteria involved in determining the amount of compensation shall include

- a) the difference between the existing job and that being filled on a temporary basis, and
- b) the degree to which the employee is expected to fulfill all the duties of the temporary assignment.

The salary increase shall be temporary and the employee shall go back to the salary he or she would have had if not assigned to the "acting" role upon completion of the assignment.