

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	COMPENSATION DURING TEMPORARY ASSIGNMENTS		Approved: 12/12/ 2012
Policy Number:	212		Author: TTB
Associated:	Calculation of Compensation Policy, Classification Plan Policy		Note – Requires Commission Approval

A temporary assignment involves someone filling in for another appointed employee because of the need to:

- Fill a position caused by an approved leave of absence, resignation, illness, death, etc.:
- Provide vacation relief scheduling; or
- Meet an emergency situation.

An employee filling in for another appointed worker must perform the essential duties listed on the new job description, just as an employee must carry out the prescribed duties of that office. Temporary assignments may not be filled retroactively, unless authorized by the Commission.

An employee selected to fill a temporary position for another appointed worker shall receive the higher rate beginning on the tenth (10th) work day of the temporary assignment if the vacant position has a salary grade.

- The higher rate shall be the entry level step on the higher salary grade, or one step above the employee's current rate of pay, whichever is higher, until such time as the vacant position is filled.
- If the entry level step on the higher salary grade is less than the employee's current rate of pay, the employee shall be placed on the higher salary grade with an increase in pay of not less than one pay step above their current hourly rate.
- If the vacant position is in the lower salary grade, the employee shall retain their current rate of pay.

When an employee or deputy temporarily fills in for an elected official, that person shall receive an increase in salary beginning on the tenth (10th) work day of the temporary assignment.

The elected official's current salary will be aligned with the last step of the closest supervisory salary grade. The person temporarily assigned to the elected official's duties will then have their salary determined consistent with one of the methods described above.

Should the elected official's salary exceed the highest step listed on the Commission's approved salary schedule, then the person shall receive reasonable compensation as determined by the Commission.

Temporary assignments shall not exceed six months in duration, unless an extension is approved by the Commission, and shall not affect the employee's review date.

A temporary assignment shall end when the elected official's position is filled through an election or appointment.