

TEMPORARY SPECIAL ASSIGNMENT PAY

PROGRAM OVERVIEW

Temporary Special Assignment Pay is defined as a temporary special pay practice by which an employee is paid an additional five percent (5%) or ten percent (10%) of their base hourly rate. Departments are responsible for the implementation of the program and will report to the CAO regarding program developments and make recommendations for improvement.

ELIGIBILITY

When a department is undergoing changes in staffing and/or organizational structure, the department head may authorize paying an employee Temporary Special Assignment Pay of five percent (5%) or ten percent (10%) of the employee's base hourly wage, for performing special assignments under the following circumstances:

- A majority of an employee's work time requires performing many, but not necessarily all of the most complex duties of a higher classification, *or*
- As directed by the appointing authority, a majority of an employee's work time requires that he/she perform significantly higher-level duties for which no classification presently exists.

Temporary Special Assignment Pay may be paid for up to one (1) year. Employees shall be eligible for Temporary Special Assignment Pay from the first workday following the date the special assignment was authorized by the appointing authority.

EMPLOYEE SELECTION

- In the interest of career development and upward mobility opportunities, when an assignment is available that may be classified as eligible for Temporary Special Assignment Pay, as outlined in the definition and program description sections, the appointing authority shall make a reasonable effort (including posted notices), to consider all eligible employees within the department for the assignment.
- In considering all eligible employees, the appointing authority shall consider employee qualifications, performance, attendance, attitude, interest in the assignment and availability for the duration of the assignment.
- The appointing authority shall determine who is eligible to be considered for temporary special assignments.

ADMINISTRATIVE PROCEDURE

A.9.14 (b)

- If the assignment is of an urgent matter that requires immediate attention, as determined by the appointing authority, then the appointing authority may appoint any eligible employee to meet the needs of the situation.
- Temporary special assignments may be rotated amongst eligible employees to give all eligible employees the opportunity to serve on a special assignment.
- The decision as to what employee is appointed to serve on a temporary special assignment is discretionary and rests with the appointing authority. Temporary special assignment duty shall not be subject to the grievance procedure.
- The granting and/or discontinuance of Temporary Special Assignment Pay shall not be subject to the grievance procedure.
- Employees released from Temporary Special Assignment Pay duty as a result of poor performance shall not be subject to disciplinary action for their participation in said assignment. Participating employees released as a result of unsatisfactory performance shall instead be returned to their official job classification and duties. Failure to successfully complete a Temporary Special Assignment Pay assignment, as a result of performance, shall have no impact on employee's official job classification or duties.

PROCESSING THE TEMPORARY SPECIAL ASSIGNMENT PAY

- The Departmental Payroll Coordinator submits a Personnel Action Form with the following statement typed in the "Remarks" box:

"Add ____ % for Temporary Special Assignment Pay (period not to exceed one year)."