

### **Sec 62-105 Temporary Assignment (non-union)**

In the event a prolonged vacancy occurs in a supervisory or administrative capacity, another employee may be temporarily assigned to assume some or all of the duties of the vacant position for a limited and defined period or project, generally, but not always for a period of less than six months in a rolling calendar year. Employees who are temporarily assigned job duties of a higher paying job classification do not automatically qualify for additional compensation and benefits and/or qualify for a reclassification to a new job classification. The temporary assignment must be expected to last a minimum of thirty (30) days before a determination is made regarding additional compensation, benefits and/or qualification for a reclassification to a new job classification. Even then, the assignment remains temporary until the absent employee returns, the vacancy is filled, or until the temporary employee is appointed to hold the higher paying job on a regular basis.

- A. Each Department Head is responsible for making a request to the Human Resources Director that an employee be temporarily assigned work in a higher classified job, including a recommendation regarding any temporary additional compensation, benefits and/or reclassification request.
- B. The Human Resources Director shall review and discuss the request with the Village Manager.
- C. The Village Manager will make all final determinations regarding any potential pay increase, stipend or bonus and any and all approvals for such temporary assignment.
- D. The Human Resources Office will clearly document all determinations in employee's personnel file.
- E. In the event a normally scheduled pay increase comes up during the period of temporary assignment, any pay increase, bonus or stipend is calculated using the employee's regular pay rate, rather than the temporary rate. The rate adjustment to the employee's regular pay rate shall take effect upon his/her return to his/her regular classification and duties. The employee's temporary rate shall take into account the adjustment of the employee's regular pay rate.