

LCCS POLICY 480

Pay Increases for Employees Temporarily Performing a NBU Job of Higher Value

Original Issue Date:	10/31/1991
Revision Dates:	6/8/1993, 2/8/2000
Revision Number:	2
Current Effective Date:	5/22/2000
Obsolete/Combined Date:	
Reason for Obsoleting/Combining:	
See new Policy #:	

Scope:	All employees temporarily filling NBU positions
Responsibility:	Supervisory/Management Staff
Purpose:	To establish guidelines by which an employee may receive an increase while temporarily performing the duties of a NBU position in a higher pay range.
Legal Cite:	O.R.C. §§ 5153.11

POLICY STATEMENT

An employee who is temporarily promoted may receive a pay increase. The employee's temporary supervisor, in consultation with the Personnel Supervisor, may grant an increase.

PROCEDURE

An Employee who is PROMOTED (temporarily but for at least 30 calendar days) to a position with a higher pay range (NBU to NBU) or to a position with a 15% or greater increase in the maximum pay rate (BU to NBU) will be compensated as follows:

- The employee will receive an increase of **0-10%** based on his/her current rate or the minimum of the new pay range whichever is greater.
- The increase cannot exceed 10% without the approval of the Executive Director.
- The pay increase cannot place the employee beyond the maximum of the job being performed.
- The pay increase granted will terminate at the end of the temporary assignment.

GENERAL

When assessing the increase in maximum pay rates, percentages are rounded to the nearest whole percent.

When the temporary assignment is completed, a salary adjustment is made to reflect increases that would have been received in the permanent position.

Temporary assignments cannot extend beyond two years.

Two weeks prior to the ending date of the temporary assignment, the manager will complete a special evaluation

SPECIFIC

The manager must contact the Personnel Supervisor to:

- Discuss the application of this policy to their particular circumstance (i.e., length of possible assignment of duties);
- Obtain the salary/percentage increase to be offered.

The manager shall meet with the employee to:

- Offer the temporary assignment of duties,
- Review this policy and
- Offer the salary increase.

The manager will request that the successful candidate not share the appointment/selection until all other internal candidates are notified, by the manager, of their disqualification, if applicable.

The manager shall email the Personnel Supervisor within 48 hours of the employee accepting the temporary assignment of duties. The email notification must include:

- The position the employee will be covering.
- The beginning and ending dates of the temporary assignment of duties.
- Confirmation of the salary increase.
- cc: Payroll and the manager's immediate superior.

Personnel will:

- Draft an agreement for the employee to sign acknowledging that the position and pay increase are temporary. If the temporary assignment is extended, a new Agreement, which modifies the end date, must be signed prior to the last day of the original assignment.
- Complete the appropriate paperwork.

CASE PRACTICE GUIDES

RELATED POLICIES and FORMS