

LCCS POLICY 481

Compensation for Performing Two Jobs

Original Issue Date:	8/4/1992
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 exempt, non-bargaining unit employees.
Responsibility:	Supervisory/Management Staff
Purpose:	To establish guidelines for compensating exempt, non-bargaining unit employees when performing work in two positions.
Legal Cite:	O.R.C. §§ 5153.11, 5153.16

POLICY STATEMENT

A non-bargaining unit employee may receive a temporary pay increase when the employee is required to perform the duties of his/her position as well as the duties of a vacant position on a temporary basis.

PROCEDURE

Guidelines for Pay Increases:

Same or Lower Pay Range

The employee will receive an increase of **0-5%** based on his/her current salary. The granting of the pay increase may temporarily place the employee beyond the maximum salary of his/her permanent position.

Higher Pay Range

The employee will receive an increase of **0-10%** based on his/her current salary. The granting of the pay increase may temporarily place the employee beyond the maximum salary of his/her permanent position.

The increase cannot exceed 10% without the approval of the Executive Director.

GENERAL

Employees are eligible for additional compensation when the temporary assignment of duties is over 30 calendar days.

Temporary assignments cannot extend beyond two years.

When the temporary assignment is completed, the employee's salary is adjusted to reflect increases that would have been received in the permanent position.

Following the completion of the temporary assignment of duties, the manager will review the performance of the employee, if necessary.

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