

CITY OF COMMERCE ADMINISTRATIVE POLICIES

TEMPORARY PROMOTIONS

1.0 PURPOSE

To define and delineate circumstances when an employee will receive compensation for a temporary promotion.

2.0 APPLICABILITY

The provisions of this policy apply to all employees of the City.

3.0 POLICY

3.1 Compensation for temporary promotion is provided as monetary recognition to an employee for the assumption and performance of duties normally performed by an employee of higher classification.

3.2 The assumption and performance of the duties of the higher classification must encompass the full range of responsibilities of the higher classification.

3.3 This policy will not apply to temporary assignments which are made pursuant to prior mutual agreement between the employee and his/her immediate supervisor for the purpose of providing a training opportunity to the employee, for a mutually agreed upon period of time.

3.4 The performance of such duties must be for an extended period of time, wherein a need exists to fulfill the duties and responsibilities of the vacant position.

3.5 An extended period of time is generally considered as an assumption of duties and responsibilities that will last in excess of ten (10) work days.

3.6 Temporary promotion will be allowed only after written recommendation of the Department Head and concurrence by the City Manager.

3.7 Recommendation and designation will be accomplished prior to the assumption of higher classification responsibilities.

3.8 The employee will be compensated an additional 5% of their base salary for the duration of their temporary assignment.

3.9 The employee involved will not acquire any status or rights in the classification to which temporarily promoted except as provided above.

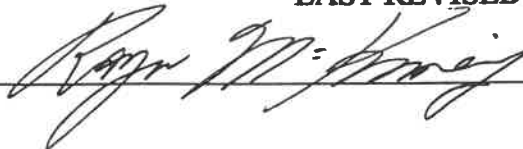
3.10 Nothing herein will be construed to prevent the assignment of higher-level duties to an employee without additional compensation.

3.11 When the temporary assignment is completed, the employee's salary will be readjusted to its previous level and include general salary adjustments and range increases that the employee would have acquired if the temporary promotion had not been made.

EFFECTIVE: 06-01-97

LAST REVISED: 09-20-94

CITY MANAGER APPROVAL:



A handwritten signature in cursive, appearing to read "Roger M. King", is written over a horizontal line.

tempprom.adp