

Chapter: Compensation
Policy: Salary Administration

Effective Date: (mm/dd/yyyy)

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Replaces: 11/07/2022

REVIEWER'S NOTE: EXCERPT WITH NEW PROCEDURES FOR TEMPORARY ASSIGNMENT IN SECTION VI OF PROCEDURES.

Procedures.

VI. Temporary Assignment.

To facilitate the City's continued operations during special circumstances (e.g., sudden departure of a key employee or an employee with unique skills), an employee may be temporarily assigned to other duties for a period not to exceed six (6) months during a 12-month period.

A. If the position to which the employee is temporarily assigned has a different job class title and is in a salary group with a higher minimum salary rate, the employee will be paid during the temporary assignment at least the amount of pay he would receive if he were promoted to the position (see procedures for promotions).

B. If the position to which the employee is temporarily assigned has a different job class title and is in a salary group with a lower minimum salary rate, the employee will continue to receive the same rate of pay that the employee was receiving prior to the temporary assignment.

C. During a temporary assignment, the City may not:

1. award the employee a merit salary increase or a one-time merit payment; or
2. promote or demote the employee; or
3. reduce the employee's salary.

D. When the employee's temporary assignment has expired, the employee must return to his previously held position and receive the same rate of pay the employee received prior to the temporary assignment unless the previously held position was subject to a higher salary group change or across-the-board cost-of-living increase.