

City of Joshua Personnel Policies and Procedures

Section 4: Compensation

4.10 Interim Pay Premium

Origination June 27, 2024

Interim pay is initiated when an employee is officially assigned to a position of higher responsibility for a minimum of thirty (30) days.

To be eligible for interim pay, the temporary assignment must last a minimum of thirty (30) consecutive working days and no more than ninety (90) consecutive working days unless authorized by the City Manager or his/her designee.

All interim assignments must be preapproved by the City Manager or his/her designee before processing. If approved, the employee will be paid at the lowest rate within the range for the higher pay grade or a 5% increase, whichever provides a higher benefit to the employee. Interim pay will be effective on the first official day of the temporary assignment.

An interim assignment does not constitute a promotion and shall not be construed as a permanent assignment. After completing the interim assignment, the employee will return to their regular job assignment, duties, and pay.

Interim pay is not guaranteed and may be terminated or changed at any time for any reason.