



Human Resources

Temporary Pay Increases

GENERAL

Occasionally, a critical position needs to be filled immediately on a temporary basis. In such situations, an employee:

- may be temporarily assigned to a vacant position (interim)
- will be assigned some or all of the responsibilities of another position for an extended period of time.

Employees assigned to acting or interim status, or who will assume significant additional responsibilities for an extended period of time, may be considered for a temporary pay increase.

Additional basis for a temporary pay increase may be assuming responsibility for a special project that is:

- clearly outside the scope of an employee's regular job responsibilities
- a significant additional work assignment

A temporary pay increase represents an amount in addition to the employee's base salary, and does not become a part of the employee's base salary. When the temporary assignment ends, the employee's temporary pay increase is withdrawn. It is the responsibility of the employing department to withdraw a temporary pay increase when the vacant position is filled or eliminated, additional responsibilities are removed, or the special project is complete.

ELIGIBILITY

Assuming additional responsibility or working on a special project does not automatically constitute the basis for a temporary pay increase. For example, a salary adjustment is not necessarily warranted if:

- the assignment is brief (less than thirty (30) days)
- additional duties consist of a backup nature already expected of the employee
- additional duties are distributed among a number of employees in such a manner as to not significantly impact the total workload any one employee
- the person receiving the temporary assignment is already adequately compensated relative to the vacant position.

GUIDELINES

The following guidelines should be applied when determining if a temporary pay increase is appropriate:

- the new duties to be performed are clearly differentiated from the duties normally performed by the employee
- the new duties are not to be performed on a permanent basis

- the new duties are to be performed for more than thirty (30) days, but not more than nine (9) months.

If the assignment of additional responsibility, or special project, is to exceed nine (9) months, please contact Human Resources for counseling on other options.

Recommendations for amounts of temporary pay increases:

- if additional duties and responsibilities assumed by the employee fall within the same pay grade, a temporary increase of 0-5% above the employee's current pay is recommended
- if an employee assumes the duties and responsibilities from a role in a higher pay grade, a temporary increase of 0-10% above the employee's current pay is recommended

PROCEDURES

The following procedures apply for administering a temporary pay increase:

- Complete the Temporary Pay Increase Approval Request form, obtain appropriate signatures, and submit to Human Resources for review.
- Approval must be obtained from Human Resources before an employee receives a temporary pay increase. Temporary pay increases cannot be made retroactive.
- HR will notify the HR Facilitator of the status of the request, and if approved, the template for a Memorandum of Understanding (MOU) will be attached. It should be revised to the specific situation, and signed by the manager and employee.
- A Personnel Action Form (PAF) and the original signed Memorandum of Understanding (MOU) should be submitted together to Human Resources.
- A request for extension of the Temporary Pay Increase (TPI) may be made by resubmitting the Temporary Pay Increase Approval Request form with a PAF. In no case should the temporary pay increase exceed nine (9) months.
- A PAF to end the Temporary Pay Increase must be submitted one pay cycle prior to the end of the temporary assignment.

CONTACT

Questions regarding this procedure should be directed to the Sr. HR Specialist – Compensation at x6670.