

Alachua County Employee Policy Manual

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.

Compensation by Status Type

Procedure No.: EP 5-4
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7/22/2021, 3/26/2024

SCOPE: This procedure applies to all persons employed by the Board.

PROVISIONS:

The following provision applies to all statuses listed below:

An employee that is out on any type of leave status for more than two consecutive work weeks will be removed from this status and any additional pay incentive will end. Reinstatement will be addressed upon their return.

Section 1- Acting Status

General Rule. When an employee is appointed to Acting status as defined in EP 4-2, the employee's salary will be increased in accordance with the following guidelines:

- a. Compensation shall be increased to the base level salary of the new classification or by 10 percent of the employee's current salary, whichever shall be greater.
- b. Compensation for acting status shall be effective the first day of the appointment.

Section 2- Interim Status

General Rule. When an employee is appointed to Interim status as defined in the Classification and Pay Plan Procedure, the employee's salary will be increased at the discretion of the Administrating Official.

Section 3- Out of Class Status

When an employee is appointed to Out of Class status, the employee's salary will be increased in accordance with the following guidelines:

- a. The salary will increase by five percent or the base, whichever is higher, if the employee meets the minimum requirements of the higher classification. An employee who does not meet the minimum requirements of the higher classification will receive a five percent increase to their base rate of pay.
- b. This dollar amount will be added to the employee's rate of pay for the duration of the Out of Class assignment.

Section 4- Lead Worker Status

When an employee is appointed to Lead Worker status, the employee's salary will be increased by five percent over current salary.

Section 5- Special Duty Status

When an employee is appointed to Special Duty Status by the Administrating Official, the employee's will be compensated for the special duty effective the first day of the appointment. The employee's salary will be increased at the discretion of the Administrating Official.

Section 6- Temporary to Permanent Status

When a Temporary or Limited Term Appointment employee who currently receives leave accrual benefits is appointed to a permanent position with no break in service, the employee shall retain the existing leave accrual rate and balance and original hire date after completion of the probationary period.