

## **PROCEDURE 301-3 - TEMPORARY PAY RATE INCREASES**

### **Eligibility**

Johnson County Government does not temporarily reclassify positions. However, a temporary pay rate increase may be authorized when an employee is temporarily required to perform duties of a higher- classified position at least 25% of the time for a minimum of 30 days. The Department of Human Resources and department/agency/office will work together to determine if the additional duties justify a temporary increase and if the employee is qualified to perform the temporary duties.

### **Implementation**

The temporary pay rate will be determined in consultation with the Department of Human Resources or, as appropriate, the Sheriff's Office, based on the level of temporary duties performed, the percentage of time spent on the temporary duties, the duration of the assignment, and the overlap of current and temporary duties.

Temporary increases will be reviewed every 90 days. The increase will be effective the first day of the pay period in which the temporary duties are performed until the last day of the pay period in which the temporary duties are performed.

### **Johnson County Pay Tables**

The temporary pay rate may exceed the maximum of the range for the employee's current position, but not the maximum of the higher-classified position. Where an employee is required to perform 100% of the duties of a higher-classified position, the employee's temporary pay rate must be at least the minimum for the higher-classified position. The temporary pay rate is used in the calculation of overtime pay for the duration of the temporary assignment. Merit increases awarded to employees who are receiving a temporary pay rate increase are calculated based on the base rate prior to the temporary increase.

### **Step Pay Tables**

The temporary pay rate may not exceed 25% of the employee's regular rate of pay at the employee's current step unless approved by the County Manager or, as appropriate, the Sheriff. The employee will continue to stay on the step pay and will receive the additional temporary pay rate as a separate earnings element.

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