

PROCEDURE 301-3
TEMPORARY ASSIGNMENT PAY

Employees who take on temporary assignments or additional responsibilities amounting to 25% or more of their current duties for a period of at least 30 days may be eligible for Temporary Assignment Pay between 5-10% of base pay depending on the level of individual, supervisory, and leadership responsibility. This pay element is not intended to compensate employees who take on additional work for a short period of time or special projects related to professional development and/or career progression. Temporary Assignment Pay will be evaluated after 90 days to determine if the change in duties will be ongoing and considered permanent. If the change is deemed permanent, the position's salary grade should be reviewed by D/A/O Leaders and Human Resources for potential reassignment. Employees receiving Temporary Assignment Pay whose pay is at or above the maximum of the salary grade may receive a temporary increase in pay above the maximum of the salary range during the assignment.

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