

	Administrative Regulation		Policy#	5.4
	<h2 style="text-align: center;">ADDITIONAL PAYS</h2>		Effective:	12/06/2021
			Revised:	09//15/2025
			Owner:	Human Resources

Note: Terms in **bold** and *italics* throughout this policy are defined below.

PURPOSE:

To outline the eligibility and administration of additional pay for non-represented employees.

SCOPE:

This regulation applies to all non-represented employees. Represented employees are subject to the provisions of their respective collective bargaining agreements (CBAs). In the event of a conflict between this regulation and an applicable CBA, the terms of the CBA shall govern. Where a CBA is silent, the provisions of this regulation shall apply.

POLICY:

The City provides additional pay that is not part of an employee's base pay, including but not limited to:

- (1) Special Assignment Pay
- (2) Standby
- (3) Bilingual Pay
- (4) Public Safety Wellness Incentive
- (5) Public Safety Officer Uniform Pay

PROCEDURE:

Step 1: Special Assignment Pay

1.1. Acting in Capacity (AIC):

- (a) A non-represented employee assigned the added responsibility to **cover the duties** of an employee in an existing position of a higher classification or pay grade shall receive an increase of five percent (5%). Employees do not receive AIC when on paid leave or holiday status.
- (b) AIC pay is effective on and after five (5) consecutive calendar days.

- (c) Department request AIC through the [Special Assignment Request Form](#), approved by Human Resources. Upon approval, the department assigns a rate ID in the payroll system to the employee for a specified time period.

1.2. Interim Assignment:

- (a) A non-represented employee temporarily performing higher-level duties for a defined period is placed on the step in the higher classification that provides at least 5%, subject to Pay Equity compliance. .
- (b) Interim assignments require preauthorization and are not retroactive. Compensation applies only during the approved period; new requests are required for subsequent assignments.
- (c) Employees receive all benefits/accruals at the higher level during the assignment.
- (d) Employees cannot receive AIC and Interim Assignment pay at the same time.
- (e) Interim Assignment changes will be effective at the start of the nearest pay period to the assignment date.

1.3. Qualifying reasons for Special Assignment Pays:

- (a) Covering the duties of an employee who is out on a leave of absence of at least 7 or more calendar days.
- (b) Addressing a critical temporary business needs.
- (c) Limited qualified talent available for temporary work.

1.4. Requesting Special Assignment Pay

- (a) Supervisor completes the [Special Assignment Request Form](#) and submit it to the department director indicating:
 - (I) Reason higher-level work is required;
 - (II) Why the employee is qualified;
 - (III) Title, classification, and pay range of higher-level position; and
 - (IV) Anticipated length of assignment.
- (b) If approved and signed by the department director, the department will submit the signed form to Human Resources.
- (c) If approved by the Human Resources Director, Human Resources will notify the department supervisor of the approval and associated pay changes.

Step 2: Standy

2.1. Information Technology Department:

- (a) I.T. employees assigned standby duty and required to respond to City Hall received:
 - (I) One (1) hour of base pay per workday.
 - (II) Two (2) hours of base pay per non-workday.
- (b) Compensation may be prorated if the standby duty is shared over a 24-hour period.

2.2. Police Department:

- (a) Police Sergeant receive 25% of straight-time pay for standby.
- (b) Court Standby time is excluded.

Step 3: Bilingual Pay

3.1. Eligibility:

- (a) Employees who work in a position requiring bilingual skills or use them >10% of work time.
- (b) Employee demonstrates fluency in an eligible language (e.g., Spanish, ASL) and passes a City-approved fluency test.
- (c) Eligibility will be determined based on operational need using consistent, objective standards applied across departments to ensure compliance with the Oregon Pay Equity Act.

3.2. Pay:

Employees receive a 5% increase to base pay, effective the first pay period after passing the test.

3.3. Reevaluation:

- (a) Re-evaluation may occur no more than once every 3 years.
- (b) If proficiency is lost, bilingual pay ends.

3.4. Other Use:

Employees receiving bilingual pay may be asked to assist other departments.

Step 4: Public Safety Wellness Incentive

4.1. ORPAT Compensation:

- (a) Sworn Police department positions are eligible for an additional one (1%) percent added to their base rate of pay for passing the ORPAT with a score of 5 minutes 30 seconds or less. Employees who are unable to participate in a retest due to an on-the-

job injury compensable under workers' compensation will be allowed to waive one retest and still maintain the one percent (1%) incentive. Employees unable to take a second retest will lose the incentive until they successfully retest.

- (b) Recognizing that participation in this incentive program is purely voluntary; all ORPAT testing will be done off-duty and without compensation (excluding the ORPAT instructors conducting the test). However, members scheduled to be on duty at the time scheduled for testing will be provided with the opportunity to participate while on duty if requested.
- (c) Springfield Police Department will offer ORPAT testing at least semi-annually.

4.2. Mental Health:

- (a) Sworn Police department positions who visit a licensed mental health provider for an annual visit between July 1 to June 30 will receive an incentive of 0.5% (one-half percent) of their base hourly rate for all hours paid per pay period starting July 1st of the following year.
- (b) The employee must provide a mental health provider's note confirming the visit. To maintain the incentive, the employee must provide proof of visit the year prior to next fiscal year (July 1). A licensed mental health provider is a provider primarily trained and certified in providing mental health services through Employee Assistance Program (EAP) or the City's current medical insurance provider.
- (c) This incentive excludes fit-for-duty evaluations nor required mental health evaluations resulting from a critical incident.

Step 5: Public Safety Officer Uniform Pay

5.1. Sworn Police Officers assigned to the role of Admin/Investigation Sergeant:

Receive a flat biweekly amount equal to three percent (3%) of the middle step of the pay grade per pay period to cover the cost of cleaning uniforms and/or clothing required for the performance of the employee's job.

5.2. Sworn Police Officers assigned to the role of Patrol Sergeant:

Receive a flat biweekly amount equal to two percent (2%) of the middle step of the pay grade per pay period to cover the cost of cleaning uniforms and/or clothing required for the performance of the employee's job.

5.3. The Police Chief, Deputy Police Chief, and Police Lieutenants:

Receive a flat biweekly amount equal to three percent (3%) of the middle step of the Lieutenant pay grade per pay period to cover the cost of cleaning uniforms and/or clothing required for the performance of the employee's job.

DEFINITION:

(1) *Comparable Character:*

Work requires substantially similar knowledge, skill, effort, responsibility, and conditions (ORS 652.210).

(2) *Cover the Duties:*

Employees retain primary position but assume some duties of a higher classification.

(3) *Pay Equity:*

State and federal laws prohibiting wage discrimination based on protected class.

(4) *Perform the Duties:*

Employees are fully relieved of primary position and assume full duties of higher classification.

(5) *Protected Classes*

Race, sex, veteran status, disability, age, color, religion, national origin, marital status, or other classes protected by law.

RESOURCES:

Administrative Regulations:

1. [Compensation](#)

Forms:

1. [Mental Health Incentive Form](#)
2. [Personnel Action Form](#)
3. [Special Assignment Request Form](#)

Online Resources:

1. [City of Springfield Collective Bargaining Agreements](#)
2. [Personnel Action Form Guide](#)
3. [Special Assignment Form Guide](#)