

	<i>Administrative Regulation</i>		Policy#	5.4
	<h2 style="text-align: center;">Additional Pays</h2>		Effective:	12/06/2021
			Revised:	08/14/2024
			Owner:	Human Resources

PURPOSE:

To clarify how additional pay is awarded to non-represented employees.

SCOPE:

This regulation applies to all non-represented employees.

POLICY:

The City provides additional pay that is not part of an employee's base pay. Such additional pay includes but is not limited to payments for the following assignments and activities in compliance with the Oregon Pay Equity Act:

- Special Assignment Pay
- Cell Phone Stipend
- Bilingual
- Standby
- Public Safety Officer Incentive Pays
- Public Safety Officer Uniform Pay

Represented employees should refer to the appropriate labor agreements.

PROCEDURE:

1. Special Assignment Pay

1.1. Acting in Capacity (AIC):

- 1.1.1. 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.
- 1.1.2. AIC pay is effective on and after five (5) consecutive calendar days. Employees who have been approved to receive a salary adjustment shall have their salary adjusted retroactively to the first day of the AIC assignment.

- 1.1.3. To receive AIC pay the department submits the request to Human Resources using the Additional Pay Request form. Upon approval the department assigns a rate ID in the payroll system to the employee for a specified time period.

1.2. Interim Assignment:

- 1.2.1. A non-represented employee assigned to temporarily “perform the duties” that would normally be performed by a position in a higher classification or pay grade for a definitive period of time shall be placed on the step in the higher classification that provides at least 5%, so long as the rate is consistent with the Pay Equity requirements, for all hours paid while on the assignment.
- 1.2.2. Compensation for interim assignments may be provided only if the assignment is preauthorized and the employee will substantially perform the work of the higher pay grade. Interim assignments shall not be paid retroactively.
 - 1.2.2.1. Authorizations for interim work assignments will apply only for the conditions and time period originally approved. Any subsequent situations will require the same authorization process in order for the higher-level work to be assigned and compensation to be paid.
- 1.2.3. During the interim assignment, all other types of compensation/benefits and accrual rates will be at the level associated with higher classification/pay grade.
- 1.2.4. An employee is not eligible to receive interim assignment pay with AIC Pay.
- 1.2.5. 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:

- 1.3.1. To cover the duties of an employee who is out on a leave of absence of at least 7 or more calendar days; or
- 1.3.2. To meet the critical business needs of a temporary nature by having an existing employee perform work at higher classification/pay grade.
- 1.3.3. There is limited qualified talent to fulfil a temporary need.

1.4. Requesting a Special Assignment Pay

- 1.4.1. The supervisor will complete the Additional Pay Request form and submit it to the department director indicating:
 - 1.4.1.1. Why the higher-level work is required (i.e. where did it come from);

- 1.4.1.2. An overview of why the employee selected to conduct the higher-level work is qualified;
- 1.4.1.3. The title, classification, and pay range of the higher pay grade/classification being requested; and,
- 1.4.1.4. An indication of the length of time the higher-level work will be performed.
- 1.4.2. If approved and signed by the department director, the department will submit the signed form to Human Resources.
- 1.4.3. If approved by the Human Resources Director or designee, Human Resources will notify the department supervisor of approval and associated pay changes.

2. Cell Phone Stipend:

- 2.1. Based on business need and as approved by department directors, the City provides a \$30 per month cell phone stipend or a \$45 per month smartphone (data plan) stipend. Employees will be required to submit a completed Use of Personal Cell/Smartphone for City Business form outlining the details involved in receiving a mobile device stipend and using their personal device for City business.
- 2.2. The City will respect the privacy of the personal information on an employee's device and will only request access to the personal device to respond to legitimate discovery requests arising out of administrative, civil or criminal proceedings or public records requests. After reasonable notice, an employee who refuses to provide the City with business records from their personal mobile device in connection with an investigation and may be subject to discipline, up to and including termination.
- 2.3. Employees must secure and not share business records on their personal device with other individuals or family members due to the business use of the device and agree to delete any sensitive business files that may be inadvertently downloaded on their personal device. Employees agree to maintain their operating system and keep the device's security controls current.

3. Standby

3.1. Information Technology Department:

- 3.1.1. Employees assigned to the IT Department who are required to carry a communication device and required to respond to City Hall within a reasonable period of time will receive standby pay equivalent to one (1) hour of their base rate of pay for each workday and two (2) hours for every non-workday. Standby compensation may be prorated if the standby duty is shared between one or more employees over a 24-hour period.

3.2. Police Department:

- 3.2.1. Employees in the classification of Police Sergeant shall be compensated at 25% of their straight time rate for the time they are on standby. Standby time shall not apply to court waiting time.

4. Bilingual Pay

- 4.1. To be eligible for the bilingual pay, employees must work in a position where bilingual skills are required for the position, or the department has determined a need (i.e. ask to use bilingual skill more than 10% of their work time) and the employee meets the minimum mandatory standards as determined by the City prior to the bilingual pay being awarded.
- 4.2. To qualify for bilingual pay, an employee must demonstrate fluency in an eligible language (e.g., Spanish, American Sign Language or other appropriate language), as determined by the department in its sole discretion, and must successfully pass a fluency examination.
- 4.3. Employees who meet the qualification set by the City as bilingual will receive an increase of five (5%) to their base rate of pay, effective the first of the pay period following notification of passing the test.
- 4.4. Once an acceptable level of fluency has been demonstrated, reevaluation will not be required more frequently than once in a three-year period. If an employee is no longer proficient in the language they are receiving premium for, the employee will no longer receive the bilingual pay.
- 4.5. Employees receiving approved bilingual pay may be requested to assist other departments.

5. Public Safety Wellness Incentive

5.1. ORPAT Compensation:

- 5.1.1. 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 who are not able to take a second retest will lose the incentive until such time they are again able to pass the test.
- 5.1.2. 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 the opportunity to participate while on duty if requested.

5.1.3. Springfield Police Department will offer ORPAT testing at least semi-annually.

5.2. *Mental Health:*

5.2.1. Sworn Police department positions who visit a licensed mental health provider for an annual visit between July 1 to June 30th 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. 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. This provision does not apply to fit for duty evaluations nor required mental health evaluations resulting from a critical incident.

6. **Public Safety Officer Uniform Pay**

- 6.1. Sworn Police Officers assigned to the role of Admin/Investigation Sergeant shall receive a flat biweekly amount using 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.
- 6.2. Sworn Police Officers assigned to the role of Patrol Sergeant shall receive a flat biweekly amount using 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.
- 6.3. The Police Chief, Deputy Police Chief, and Police Lieutenants shall receive a flat biweekly amount using three (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.

DEFINITIONS:

- 1. ***"Comparable Character"*** is work that requires substantially similar knowledge, skill, effort, responsibility and working conditions in performance of work, regardless of job description or job title as defined in ORS 652.210.
- 2. ***"Cover the Duties"*** is when an employee is not fully relieved of their primary position but must be available on an as-needed basis to cover some of the responsibilities of the higher positions/classification (i.e., attend meetings or respond to calls/inquires).

3. **“Pay Equity”** are state and federal laws that prohibit discrimination between employees on the basis of a protected class in the payment of wages or other compensation for work of comparable character.
4. **“Perform the Duties”** is when an employee is fully relieved of their primary job on a continuous or incremental basis and is asked to perform all job functions of the higher position or pay grade.
5. **“Protected Classes”** includes race, sex, veteran status, disability, age, color, religion, national origin, marital status, or other protected classes as required by state or federal law.

RESOURCES:

Administrative Regulations:

1. [Compensation](#)

Forms:

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

Online Resources:

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