

POLICY TITLE: Rate of Pay Resulting from Temporary Assignment

ADOPTION\LAST REVISION: Adopted 4-11-89, Revised 4-9-02

A. Purpose

1. The purpose of this policy is to define the circumstances under which professional library employees exempt from coverage under the Fair Labor Standards Act are to be compensated for temporarily assuming additional duties and responsibilities.

B. Policy

1. The temporary assumption of additional work duties and responsibilities by a professional librarian for six work weeks or less represents an opportunity for professional development, job enrichment, and preparation for possible future promotional opportunities. As such, it is the intent of this policy for no employee to be granted additional compensation for any temporary extension of work duties of six work weeks or less duration.

2. In the event an employee assumes additional work duties and responsibilities resulting from the resignation, extended medical leave of absence, or other approved leave of absence of a direct supervisor for more than six work weeks, he or she shall be temporarily reclassified to the direct supervisor's salary grade. Accordingly, he or she will assume the title of "acting (position title)" during this period of time.

3. An employee temporarily reclassified to a higher salary grade based on the circumstances described above will be compensated at the rate of pay corresponding to Step "A" of the respective higher pay grade; or the lowest step of the higher pay grade that provides a salary increase from his or her current salary at the subordinate position grade if Step "A" of the higher grade does not exceed the employee's existing salary.

4. At the time the temporary assumption of additional work duties and responsibilities ceases, the employee will revert to the salary grade and step held at the time the temporary reclassification occurred.

5. Temporary reclassification to the director's position and related salary adjustments are effective only upon the recommendation of the library board's Personnel Committee and approval by the library board. For positions under the director, the director may approve the temporary reclassification and salary adjustment and inform the board. Such recommendation will occur only when there is reason to believe that the extension of work duties will extend beyond six work weeks.

6. Temporary reclassification recommendations must include sufficient documentation of the employee's additional responsibilities to fully justify the action.

7. Temporary reclassification to the director's position and related salary adjustments will be implemented only after approval by the library board. Retroactive salary adjustments are not permitted under this policy. In the event a temporary reclassification to the director position is approved by the library board and the circumstances justifying the temporary reclassification are removed for whatever reason, the employee granted the temporary salary adjustment will be compensated at the higher level until the temporary reclassification ceases, even if it is for six weeks or less in duration. The same will be true of a temporary reclassification made by the director.

C. Procedure

1. Upon the vacancy of the director's position or an extended leave of absence, the Personnel Committee will determine, who, if not the assistant director, will assume the additional duties and responsibilities and recommend approval to the library board. For positions under the director, the director will make the determination and inform the board at their next regularly scheduled meeting.

2. If there is reason to believe that the temporary assumption of the director's duties will last more than six weeks and if there is sufficient justification for a temporary reclassification, the Personnel Committee will forward such recommendation to the library board.

Reference: City Policy 3.840 Rate of Pay Resulting from Temporary Assignment