

CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

1. COMMON COUNCIL 4. FINANCIAL

2. ADMINISTRATIVE 5. PUBLIC WORKS

3. PERSONNEL 6. PARKS AND RECREATION

CHAPTER: Compensation

SUBJECT: Rate of Pay Resulting From Temporary Assignment

POLICY NUMBER: 3.840

PAGES: 3

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APPROVED BY:

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

A. Purpose

1. The purpose of this policy is to define the circumstances under which executive, administrative and professional 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 an executive, administrative, or professional employee for six consecutive 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 consecutive 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 consecutive work weeks, he/she shall be temporarily reclassified to the direct supervisor's salary grade. Accordingly, he/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 the minimum of the respective higher pay grade; or the equivalent ratio of the higher pay grade that provides a salary increase from his/ her current salary at the subordinate position grade if the minimum 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 reclassifications and related salary adjustments are effective only upon the recommendation of the City Administrator and approval by the Common Council. Such recommendations will be initially submitted by the City Administrator to the Finance, Budget, and Personnel Committee for consideration and recommendation to the Common Council. Such recommendation will occur only when the City Administrator has reason to believe that the extension of work duties will extend beyond six consecutive work weeks.
- 6. Temporary reclassifications recommended by the City Administrator to the Finance, Budget, and Personnel Committee and Common Council must include sufficient documentation of the employee's additional responsibilities to fully justify the action.
- 7. Temporary reclassifications and related salary adjustments will be implemented only after approval by the Common Council. Retroactive salary adjustments are not permitted under this policy. In the event a temporary reclassification is approved by the Common Council 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 for the duration of the temporary reclassification, even if it is for six consecutive weeks or less duration.

C. Procedure

- 1. Upon the vacancy of an executive, administrative, or professional position or an extended leave of absence of such employee, the City Administrator will confer with appropriate departmental personnel to determine who, if anyone, will assume the additional duties and responsibilities.
- 2. If there is reason to believe that the temporary assumption of duties will last more than six consecutive weeks and if there is sufficient justification for a temporary

- reclassification, the City Administrator will forward such recommendation to the Finance, Budget, and Personnel Committee.
- 3. If a temporary reclassification is approved by the Common Council, the Human Resources Specialist will initiate a Payroll Change Notice form and file it with the Finance Department. When the temporary reclassification is rescinded, the Human Resources Specialist will initiate another Payroll Change Notice form and file it with the Finance Department.