



POLICY TITLE: Guidelines for the Temporary Upgrade of Employees

POLICY NO.: PR-10

I. PURPOSE

The purpose of this Policy is to establish formal guidelines for compensating County employees who are requested to temporarily assume greater responsibilities when another position is vacated due to extended illness or termination.

II. GENERAL POLICY

The Board of County Commissioners recognizes that unusual circumstances may require an employee in one salary classification to temporarily assume the duties of a job in a higher salary classification. This situation may arise when a co-worker or supervisor is absent due to a prolonged illness or when a position is vacant due to resignation or termination. This Policy is not intended to replace normal reclassification procedures.

III. ACTION

A. Length of Time

An employee will be considered for temporary upgrade when he or she is asked to assume the responsibilities of a higher classified position for a period greater than thirty (30) consecutive calendar days. This Policy specifically does not include covering for co-workers during normal vacation or sick periods which do not exceed the thirty (30) day period.

B. Compensation

Eligible employees will normally receive a salary increase of ten percent (10%) (or the minimum of the temporary position grade if the 10% does not reach the grade minimum) during the time that they are assigned to a higher classified position. In a situation where an employee's status may temporarily change from part-time to full-time, the employee will not be eligible for any County-provided benefits.

C. Notification

The employee's department head or division director is responsible for notifying the Director of Health and Human Services, in writing, of an employee's eligibility for temporary upgrade. Notification must include detailed support for and an estimate of the probable duration of the temporary reclassification. The request will be reviewed by the Director of Health and Human Services and the County Administrator. The department head then will be notified of the decision.

IV. SPECIAL NOTE

One of Washington County's greatest attributes is the ability and willingness of its employees to work together and do whatever is reasonably requested of them. It is expected that this spirit of teamwork will continue. This Policy is an effort to recognize and compensate those employees who are required to temporarily assume positions of greater responsibility until the employees normally in those positions return to work or until the positions are filled through hire or promotion.

