

# **Temporary Salary Increase Policy - Professionals**

## Purpose:

The purpose of this policy is to ensure fair and consistent application of temporary salary increases for professional employees, including those designated as management/confidential.

#### Definitions:

Acting – An employee is placed in charge during the temporary absence of a superior or assumes responsibility for a higher level position during the temporary absence of another employee. Interim – An employee assumes full responsibility for a position that is vacant. Short-term absence – A period of less than one month.

# Policy:

A professional employee will receive a temporary salary increase under the following conditions:

- When the employee is appointed as an interim for a higher level position.
- When the employee is serving in an acting capacity for a period of time exceeding one month.
- When an employee assumes a significant amount of higher level responsibilities in addition to their own responsibilities on a temporary basis when that service is expected to be for a period of one month or longer.

An employee is not eligible for a temporary salary increase or extra service payments under the following conditions:

- When the employee assumes responsibilities for a subordinate. If the amount of work or duration of the work is significant, the supervisor should hire a temporary employee.
- When the employee is serving as an interim in a position when the employee's current salary meets or exceeds that of the interim position.
- When the employee is serving in an acting capacity for a period of less than one month.

## Procedures:

### A. Interim/Acting

- 1. Employees who assume a higher level position on an interim basis or who serve in an acting capacity for a period of time exceeding one month will be paid additional money via also receives/extra service (Form #11).
- 2. There is no change to the employee's base pay.
- 3. The amount paid will be based on the College's compensation program for the particular position that is vacant. In most cases, the interim will receive the difference

between his/her base pay and the minimum for the vacant position. The supervisor will consult with the Human Resources Office for appropriate pay rate.

- 4. The annual salary differential calculated in number 3 above will be converted to a biweekly amount using the payroll factor.
- 5. The biweekly amount will be indicated on Form #11 and will be paid out beginning the first day of the interim appointment and ending the last day.
- B. Significant Higher Level Responsibilities:
  - 1. Employees who assume a significant amount of higher level responsibilities in addition to their own responsibilities will be paid additional salary via also receives/extra service (Form #11).
  - 2. There is no change to the employee's base pay.
  - 3. The amount paid will be based on the College's compensation program for the level of responsibilities being assumed. Payment will be based on a percentage of the minimum salary for the position that typically has responsibility for the duties being assigned. For example, if the responsibility being assumed represents approximately 25% of the position, the amount paid will be 25% of the difference between the employee's salary and the minimum salary level of the position. The supervisor will consult with the Human Resources Office for appropriate pay rate.
  - 4. The annual salary differential calculated in number 3 above will be converted to a biweekly amount using the payroll factor.
  - 5. The biweekly amount will be indicated on Form #11 and will be paid out beginning the first day of the interim appointment and ending the last day.

Effective Date:

February 1, 2008

Policy Distribution: President, President's Counsel, Human Resources, Payroll