Policy 1019

From Human Resources

Revision as of 19:54, 24 December 2009 by Uballr1 (Talk | contribs)
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PERSONNEL POLICY MANUAL
MoDOT Personnel Policy Title: Temporary Assignments or Promotions **Policy Number**: 1019 **Chapter Title**: Wage and Salary Administration **Effective Date**: July 1, 2007 **Supersedes Policy Number**: 1019 **Dated**: March 1, 2006
Approved By: Micki Knudsen, Human Resources Director (Signature on file)

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POLICY STATEMENT

The department will allow employees to be temporarily assigned to other positions in either lower, the same, or higher salary grades, and will provide temporary salary increases for some temporary

assignments as described in this policy. Districts/divisions/offices will administer the provisions of this personnel policy in a manner consistent with Equal Employment Opportunity.

DEFINITIONS

Temporary Assignment: An assignment to a position or location other than the employee's present position or location for a period of not more than six months. The six-month limitation does not apply to positions in which the job duties require periodic performance of tasks higher in classification than the current position.

Lead Worker: An employee who is involved in the general instruction, assignment, and review of work of others performing the same or directly related work. Lead worker duties do not include performance management, hiring decisions, termination decisions and the like.

PROVISIONS / REQUIREMENTS

1. When an employee is temporarily assigned to perform the duties of a different job in either the same or a lower salary grade, the employee will be paid the rate he/she was earning at the time of the assignment.

2. When an employee is temporarily assigned to a position in a higher salary grade (temporary promotion) to fill either a supervisory or non-supervisory position, the following provisions will apply:

A. There will be no increase in pay for a temporary promotion of less than three months.

B. A temporary salary increase will be provided to an employee when a temporary promotion will last three months or more. The temporary salary increase cannot result in the employee's salary exceeding the maximum rate of the salary range of the new position. (Refer to Personnel Policy 1016, "Salary Increases," to determine the appropriate rate of pay for the temporary promotion).

C. Districts/divisions/offices may advertise these temporary positions within their districts or the Central Office for a period of seven days.

D. The employee selected to temporarily fill a higher-level position is to be made aware the promotion is temporary and he/she will return to his/her regular position and salary when the temporary assignment ends or when the position is advertised for permanent staffing.

E. If a decision is made to extend the temporary assignment for more than six months, the temporary vacancy should be re-advertised toward the end of each six months to allow other qualified applicants an opportunity to apply for a temporary assignment. The

employee currently filling the temporary assignment may reapply for the temporary position at this time along with other interested employees.

F. If a decision is made to change the temporary assignment to a permanent assignment, the job vacancy should be posted in accordance with internal job advertising procedures. (Refer to Personnel Policy 1022, "Internal Job Advertisement and Staffing of Department Vacancies"). The employee currently filling the temporary assignment may apply for the permanent position at this time along with other interested employees.

3. When an employee is asked to temporarily relocate (with same job title) to a different district, to a different location within the employee's current district, or out-of-state, a two step (four percent) temporary salary increase will be provided if all four of the conditions listed below are met. A personnel action reason of C43 is to be used on the Employment Status Maintenance (ESMT) transaction to record this temporary increase.

A. The temporary relocation will be full-time for one month or more,

B. The location of the temporary relocation assignment is at least 50 miles from the employee's residence,

C. The employee is in a salary grade 11 or higher, and

D. The employee's salary remains within the salary range for the job.

4. In situations when districts/divisions/offices elect to temporarily leave a supervisory position vacant, an employee may be temporarily assigned to perform the responsibilities of a lead worker. The following guidelines are to be used in these situations:

A. The employee should not be assigned major supervisory responsibilities such as discipline intervention.

B. If the temporary assignment will be less than three months, there will be no increase in pay.

C. If the temporary assignment will be three months or more, a two step (four percent) temporary salary increase may be allowed as long as the employee's salary remains within the salary range for the job.

D. The employee selected should be made aware the lead worker assignment is temporary and he/she will return to his/her original duties and rate of pay when the assignment ends.

5. When employees receive a temporary salary increase under this policy, this temporary increase will not be considered in any other salary administration decision (i.e., promotion or within-grade increases).

CROSS REFERENCES

Personnel Policy 1016, “Salary Increases”

Personnel Policy 0517, “Staffing of Department Vacancies with Internal Candidates”

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