

**RESOLUTION ESTABLISHING A POLICY FOR GOVERNING  
TEMPORARY POSITION RECLASSIFICATION**

**WHEREAS**, the Committee on Salary and Personnel recognizes there are certain circumstances in which there is a need to place an employee in a position of higher responsibility and pay for a temporary period of time,

**WHEREAS**, the Committee has identified the need for a set of standards to follow in these stated circumstances,

**NOW, THEREFORE** the Committee on Salary & Personnel submits the following policy for consideration by the Iowa County Board of Supervisors:

**POLICY GOVERNING TEMPORARY  
POSITION RECLASSIFICATION**

The purpose of this policy is to provide a set of uniform standards for Department Heads and governing committees to follow in the event there is a need to place an employee in a position of higher responsibility and pay for a temporary period of time.

A request for a temporary position reclassification, intended to cover an existing employee absence, may be submitted by 1) the Department Head or 2) the appropriate governing committee in the event the Department Head's absence created the need for the temporary upgrade. The upgrade may be considered by the Salary & Personnel Committee based upon the following conditions:

Position must be vacant for a minimum of 30 calendar days before an upgrade may be considered, and the resulting temporary upgrade pay increase, if approved, will begin the first day of the pay period following the 30 calendar days.

A union employee covering for a union employee absence may result in a pay upgrade to the starting pay of the position being filled.

A union employee covering for a management/non-represented employee absence may result in a pay upgrade ranging from 2 to 12%, evaluated by the Salary & Personnel Committee on a case by case basis.

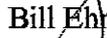
A management/non-represented employee covering for a management/non-represented employee absence may result in a pay upgrade ranging from 2 to 12%, evaluated by the Salary & Personnel Committee on a case by case basis.

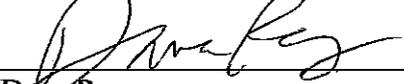
For emergency purposes only, Highway Department and Sheriff's Department management are granted the authority if they wish, to appoint a temporary Lead position for field personnel if the current Lead is expected to be absent for a period greater than one week and for reasons other than vacation, and with the understanding that management must receive approval from the Salary & Personnel Committee as soon as possible after that emergency.

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Respectfully submitted by the Iowa County Committee on Salary & Personnel:

  
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Diane McGuire, Chairperson

  
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Bill Ehr

  
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Dana Perry

  
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Dave Meudt

  
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Curt Peterson

Adopted this 21st day of September 2004.

ATTEST:

  
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Bob Regan, Iowa County Chairperson

  
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Greg Klusendorf, Iowa County Clerk

CERTIFICATION OF ADOPTION