

RESOLUTION NO. 15-0308

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

WHEREAS, the Administrative Services Committee recognizes there are certain circumstances in which there is a need to place an employee in a position of higher responsibility for a temporary period of time, or require an employee to assume the responsibilities of a vacant lateral position 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 Administrative Services Committee submits the following policy for consideration by the Iowa County Board of Supervisors:

**POLICY GOVERNING TEMPORARY
POSITION UPGRADE**

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) County Administrator in the event the Department Head's absence created the need for the temporary upgrade. The upgrade may be considered by the Administrative Services 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 Administrative Services 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 Administrative Services Committee on a case by case basis.

For emergency purposes only, the County Administrator has the authority to approve Highway Department and Sheriff's Department management requests 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 the County Administrator must receive approval from the Administrative Services Committee as soon as possible after that emergency.

POLICY GOVERNING TEMPORARY LATERAL JOB EXPANSION

The purpose of this policy is to provide a set of uniform standards for Department Heads to follow in the event there is a need to require an employee to assume the responsibilities of a vacant lateral position for a temporary period of time.

A request for a temporary pay upgrade, intended to compensate an employee for covering the responsibilities of an existing lateral employee absence or job vacancy, may be submitted to the County Administrator by the Department Head. The upgrade may be considered by the Administrative Services Committee based upon the following conditions:

A lateral management/non-represented employee position must be vacant for a minimum of 90 calendar days before a pay upgrade may be considered, and the resulting temporary pay increase, if approved, will begin the first day of the pay period following the 90 calendar days.

The management/non-represented employee covering for a lateral management/non-represented employee absence or position vacancy may result in a pay upgrade ranging from 2 to 12%, evaluated by the Administrative Services Committee on a case by case basis.

Dated this 18th day of March 2008,

Respectfully submitted by the Iowa County Administrative Services Committee: