



MANAGEMENT POLICY

POLICY NUMBER:
101.14

SUBJECT:

Temporary Assignment

EFFECTIVE DATE:
April 15, 2009
REVISED DATE:

- I. Purpose
To adequately compensate an employee acting in a capacity different from that for which they are normally compensated.
- II. Scope
This Standard Administrative Procedure applies to all full time, and part-time personnel.
- III. Policy
The pay of an employee temporarily assigned to a position of higher rank for more than 4 Consecutive shifts will be adjusted to a rate within the wage guidelines for that position. The pay of an employee on special detail assignment shall be increased 5% for the duration of the assignment.
- IV. Definition
 - A. Temporary Assignment
 1. Temporary assignment to a position of higher rank for more than 4 consecutive shifts. A shift is currently defined as 48 hours.
 - B. Special Detail Assignment
 2. Special assignment to accomplish a specific project or group of projects when a promotional rank is not appropriate as determined by the Fire Chief.
- V. Procedure
The pay of an employee temporarily assigned to a position of higher rank for more than 4 consecutive shifts will be adjusted to a rate within the wage guidelines for that position. The pay of an employee on special detail assignment shall be increased 5% for the duration of the assignment.
 - A. Temporary Assignment
 1. Temporary assignments are made by the Fire Chief.
 2. Unless otherwise designated by the Fire Chief, the temporary assignment bears all of the authority and responsibilities for the assumed position.
 3. The rate of pay will be temporarily increased in the specified manner of a regular promotion.
 4. The length of the temporary assignment be limited to a six-month period, Unless renewed by the Fire Chief and approved by the Fire Board.
 5. Upon completion of the temporary assignment, personnel will return to their previous position and salary.
 6. To be promoted to the position on a full time basis, personnel are required to go through the examination process for placement on the position eligibility list.

B. Special Detail Assignments

1. Special Detail assignments are authorized by the Fire Chief but must be pre-approved by the Fire Board.
2. The employee will receive a 5% increase for the duration of the assignment. This provision does not apply to temporary placement for a Workers' Compensation injury.