

POLICY 8.36 – Temporary Assignments

Policy Category: Personnel – Select Administrative Group Employees (SAGE)

Effective Date: September 10, 1999

Revised: (NEW)

POLICY

- 1.00 If an employee is temporarily assigned to a higher classification for more than two (2) consecutive weeks, that employee shall be compensated at the Minimum of the appropriate classification as determined by Human Resources or receive a five (5)% increase in salary, whichever is greater, provided the difference between the Normal Maximums is five (5)% or greater. Any extra compensation paid under this clause will be retroactive to the date such duties were assigned. This clause does not apply to vacation replacement assignments of four (4) weeks or less.
- 2.00 Such assignments shall not be permitted to continue past 12 months.
- 3.00 The salary treatment for a temporary assignment will not affect the employee's group benefits levels.