

## Temporary Salary Increase Policy - Professionals

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### Purpose:

The purpose of this policy is to ensure fair and consistent application of temporary salary increases for professional employees, including those designated as management/confidential.

### Definitions:

Acting – An employee is placed in charge during the temporary absence of a superior or assumes responsibility for a higher level position during the temporary absence of another employee.

Interim – An employee assumes full responsibility for a position that is vacant.

Short-term absence – A period of less than one month.

### Policy:

A professional employee will receive a temporary salary increase under the following conditions:

- When the employee is appointed as an interim for a higher level position.
- When the employee is serving in an acting capacity for a period of time exceeding one month.
- When an employee assumes a significant amount of higher level responsibilities in addition to their own responsibilities on a temporary basis when that service is expected to be for a period of one month or longer.

An employee is not eligible for a temporary salary increase or extra service payments under the following conditions:

- When the employee assumes responsibilities for a subordinate. If the amount of work or duration of the work is significant, the supervisor should hire a temporary employee.
- When the employee is serving as an interim in a position when the employee's current salary meets or exceeds that of the interim position.
- When the employee is serving in an acting capacity for a period of less than one month.

### Procedures:

#### A. Interim/Acting

1. Employees who assume a higher level position on an interim basis or who serve in an acting capacity for a period of time exceeding one month will be paid additional money via also receives/extra service (Form #11).
2. There is no change to the employee's base pay.
3. The amount paid will be based on the College's compensation program for the particular position that is vacant. In most cases, the interim will receive the difference

between his/her base pay and the minimum for the vacant position. The supervisor will consult with the Human Resources Office for appropriate pay rate.

4. The annual salary differential calculated in number 3 above will be converted to a biweekly amount using the payroll factor.

5. The biweekly amount will be indicated on Form #11 and will be paid out beginning the first day of the interim appointment and ending the last day.

B. Significant Higher Level Responsibilities:

1. Employees who assume a significant amount of higher level responsibilities in addition to their own responsibilities will be paid additional salary via also receives/extra service (Form #11).

2. There is no change to the employee's base pay.

3. The amount paid will be based on the College's compensation program for the level of responsibilities being assumed. Payment will be based on a percentage of the minimum salary for the position that typically has responsibility for the duties being assigned. For example, if the responsibility being assumed represents approximately 25% of the position, the amount paid will be 25% of the difference between the employee's salary and the minimum salary level of the position. The supervisor will consult with the Human Resources Office for appropriate pay rate.

4. The annual salary differential calculated in number 3 above will be converted to a biweekly amount using the payroll factor.

5. The biweekly amount will be indicated on Form #11 and will be paid out beginning the first day of the interim appointment and ending the last day.

Effective Date:

February 1, 2008

Policy Distribution: President, President's Counsel, Human Resources, Payroll