

4.1: Temporary Reassignment

This policy applies to all employees.

POLICIES AND PROCEDURES

A department director may temporarily reassign an employee to a position other than his or her current assignment if the department director determines that such reassignment is necessary to meet the organizational needs of the office or department and the employee being temporarily reassigned meets the minimum qualifications of the reassigned position.

Temporary Reassignment to a Position of Higher Salary Grade

If an employee is temporarily reassigned to a position in a higher salary grade than his or her current position, the employee shall be eligible for an increase in salary (while temporarily reassigned) only if the following conditions are met:

- The temporary reassignment is in excess of thirty-one (31) calendar days, and
- The employee is performing all of the normal duties and responsibilities of the position's job specifications.

When the above criteria have been met, a Director may recommend to the Deputy County Manager(s) or County Manager the greater of either a six (6) percent increase or an increase to the minimum of the salary range (or minimum salary level of the pay plan/grade) of the temporary position. The County Manager shall have discretion to provide a greater increase in unique circumstances. The temporary pay, however, may not exceed the salary range maximum of the temporary classification which the incumbent is in.

Upon completion of a temporary reassignment, employees shall return to their previous position, at the same rate of pay (except in the cases of a salary increase occurring during a temporary reassignment) and the same benefit status of the original position.