Temporary Pay

Temporary assignment pay will be considered in situations where:

• A position is vacated for an extended leave, which will be held for incumbent’s return, and where a majority of the duties as a whole are temporarily reassigned to another employee
• A position is vacated and the position will be filled and where a majority of duties as a whole are temporarily reassigned to another employee
• A new position has been created and there is an immediate need to have someone performing these duties during the recruitment process

An employee temporarily assigned the majority of duties as a whole and are in a higher classification shall receive a 5% increase or be placed at the beginning of the range, whichever is greater.

The duration of the temporary assignment must be specified prior to the assignment. If it goes beyond the specified time frame, the supervisor and employee can mutually agree to extend the assignment.