Background

This policy applies to employees who are not covered by a collective bargaining agreement or for whom the agreement contains no provision regarding temporary working-level adjustments for non-exempt unrepresented positions.

Policy

1. If an employee is assigned to work in a higher level position for a continuous period of more than one pay period (one month or two weeks as applicable), but not more than one year, a temporary working level (TWL) pay adjustment may be granted. The TWL pay adjustment may be set at five percent above the individual’s current base rate of pay for classified unrepresented employees and five percent to ten percent for unclassified unrepresented employees. The adjusted rate will not be less than the minimum of the higher salary grade for the period the employee occupies the position.

2. A classified employee being paid a TWL shall continue to receive all applicable pay supplements.

3. A non-exempt employee shall be paid temporary working level pay for hours actually worked, excluding vacation, sick leave, and compensatory time off.

Procedure

1. The department must complete the appropriate worksheet and obtain all required signatures. A Personnel Change Request (PCR) using earn type TWL and a copy of the completed TWL worksheet must be submitted to the Human Resources Department.

2. Exceptions to the policy require approval from the Compensation Department.