

## CITY OF WACO

### **A. Statement of Purpose**

To provide appropriate compensation for those employees temporarily assigned to higher-level positions.

### **B. General Policy**

#### **1. Civil Service Employees**

Civil service employees from the next lower classification designated by the department head to temporarily fill a position in a higher classification will receive the base salary of the higher position plus any other pay the person is required by civil service law to receive.

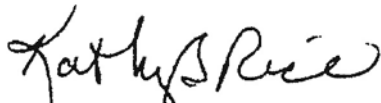
#### **2. Non-Civil Service Employees**

The City Manager or designee may temporarily assign non-civil service employees to higher-level positions for the purpose of continuing the functions and job-related responsibilities of the higher-level position.

- a. The term “temporarily assigns” means the period of time an employee is designated and approved to perform the functions and job-related responsibilities of a higher-level position and is not intended to be a permanent reassignment to a higher-level position.
- b. The term “higher-level position” means a position budgeted or otherwise approved for a pay grade higher than the pay grade of the employee temporarily assigned to such position.
- c. Non-civil service employees temporarily assigned to a higher pay grade are placed in a “differential pay” category, which will be effective when the employee begins working in the temporary assignment.
- d. Non-civil service employees placed in a differential pay category receive the GREATER of the “calculated minimum” salary listed for the pay grade or a ten percent (10%) salary increase for the hours worked in the employees’ temporary assignment. The differential salary received may not exceed the maximum range posted for any position to which a non-civil service employee is temporarily assigned.

**CITY OF WACO**

- e. In order to receive differential pay, the temporary assignment must obligate the non-civil service employee to perform, or be ready and trained to perform, the entire job requirements of the position to which the employee is temporarily assigned. Merely performing incidental job duties or responsibilities of the temporarily assigned position does not qualify an employee to receive differential pay.
- f. A non-civil service employee assigned to a temporary assignment eligible for differential pay under this policy must be assigned for no less than ten (10) consecutive work days. The assigned employee shall be paid differential pay for all hours worked in the temporary assignment.
- g. An employee will receive differential pay only for the hours actually worked in performing the temporarily assigned higher-level position duties.
- h. The Human Resources Department will be responsible for ensuring differential positions are reviewed.
- i. This policy shall in all instances be interpreted and applied in compliance with federal, state, and local laws. If there is an apparent conflict between the policy and applicable law, the law shall control.



Kathy S. Rice, City Manager  
October 14, 2002