

County of Monterey Board Policy Manual

Policy Name PPPR- Temporary Special Assignment Pay	Policy Number P-80	Page 1 of 3
Policy Category Personnel		

I. Purpose

The purpose of this policy is to establish guidelines, monitor and ensure consistency and appropriate application of the additional compensation known as Temporary Special Assignment Pay.

II. Background

The County Administrative Office, in conjunction with Human Resources Department, has developed an Administrative Procedure to be followed by Department's requesting to utilize Temporary Special Assignment Pay. Temporary Special Assignment Pay may be used when Departments are undergoing significant changes in staffing, organizational restructure and/or has an unexpected special project for completion.

Policy

Personnel Policy and Practices Resolution No. 98-394 Section A.9.14

It is the interest of the County to compensate employees who work in departments that are undergoing changes in staffing, organizational structures and/or assigned to a special project, whereby the employee is directed to perform special assignments that are significantly beyond the scope of their classifications and compose more than a majority of their work time. Administration of Temporary Special Assignment Pay shall be in accordance with the Administrative Guidelines established by the County Administrative Officer and/or Human Resources Director.

III. Procedure

Temporary Special Assignment Pay is defined as a temporary special pay practice by which an employee is paid an additional five percent (5%) or ten percent (10%) of their base hourly rate. Temporary Special Assignment Pay may be paid for up to one (1) year with approval from the Human Resources Director or designee. Temporary Special Assignment Pay shall not exceed one year without a request to and approval from the Human Resources Director or designee. The granting and/or discontinuance of Temporary Special Assignment Pay shall not be subject to the grievance procedure.

ELIGIBILITY:

The Department Head must apply the following criteria to determine if Temporary Special Assignment Pay is applicable:

- A significant amount of an employee's work time requires that he/she perform significantly higher-level duties for which no classification presently exists.
- A majority of an employee's work time requires performing many, but not necessarily all of the most complex duties of a higher classification and a Working Out of Class or Acting assignments is not appropriate.
- The department has unexpected special project(s) (e.g., research, grants and/or implementing new programs that may be mandated by state, policy or legislature etc.).

When a Department Head identifies the need for a Temporary Special Assignment Pay opportunity, the Department Head must complete the Temporary Special Assignment Pay request form which outlines the justification based on the criterion set forth above and a recommendation for percentage of the special assignment pay (5% or 10%) and submit to the Director of Human Resources for approval.

HUMAN RESOURCES APPROVAL:

The Human Resources Director and/or designee will approve/disapprove requests based on the criteria outlined above.

EMPLOYEE SELECTION PROCESS:

- Department Head's shall work with their HR professional to ensure that employees in the department are provided equal access to career development and upward mobility opportunities.
- The department shall post the opportunity for a minimum of five (5) full working days (i.e. Monday through Monday).
- The Department Head with the assigned HR professional shall consider employee qualifications, performance, attendance, attitude, interest in the assignment and availability for the duration of the assignment.
- Temporary special assignments are encouraged be rotated amongst eligible employees to give all eligible employees the opportunity to serve on a special assignment.
- If the assignment is mission critical and requires immediate attention, the Department Head, may upon approval of the Director of Human Resources or designee appoint any eligible employee to meet the needs of the organization.

DISCONTINUANCE OF TEMPORARY SPECIAL ASSIGNMENT PAY:

- Employees, as a result of poor performance during a Temporary Special Assignment shall not be subject to disciplinary action for their participation in said assignment and shall be returned to their official job classification and duties. Failure to successfully complete a Temporary Special Assignment Pay assignment, as a result of performance, shall have no impact on employee's official job classification or duties.

PROCESSING THE TEMPORARY SPECIAL ASSIGNMENT PAY:

- Once the Temporary Special Assignment Pay request has been approved by the Director of Human Resources or designee, the Departmental Human Resources professional will process an Employee Status Maintenance Transaction (ESMT) and attach the approved Temporary Special Assignment Pay request.
- The effective date will be the beginning of a pay period after approval from the Human Resources Director or Designee

The County's [Temporary Special Assignment Pay Procedure](#) and [Temporary Special Assignment Pay Request Form](#) are posted on the [Department of Human Resources](#) Website.

IV. Review Date

This Policy will be reviewed for continuance by the County Administrative Office and the Human Resources Director by July 25, 2022.

V. Board Action

Legistar File Number, Resolution No. 17-0802, 07/25/2017