

CITY OF MANITOWOC

INTERIM PAY POLICY

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I. **PURPOSE:** Occasionally leadership positions will experience a vacancy. When these vacancies occur, it is necessary for individuals to step in and temporarily fill these roles. Sometimes the interim position may last for an extended period of time until the replacement is secured or the incumbent returns to work. The purpose of this policy is to establish guidelines for compensation of such employees while working in designated interim assignments.

II. **POLICY:** When a department experiences a vacated leadership role, a temporary interim person will be chosen via the normal process to fill the interim assignment.

After 30 calendar days, the Manager of the interim position will evaluate the performance of the interim individual. If the performance has been deemed satisfactory, the individual will receive an interim pay payment at the end of the assignment, paid as one lump sum payment. The payment is calculated by taking the employee's current wage and increasing it by 10% over the time period they are filling the vacancy. If the amount is more than what the individual would receive by following the promotional compensation guidelines for the role they are filling, they will receive the lesser of the two calculations.

Employees will also receive any regular increases they would have ordinarily received during their pre-interim assignment that occur during the period they are on the interim assignment.

The Department Head should work with Human Resources to complete the necessary documentation to process the interim pay payment.

If the interim period is less than 30 calendar days, or if the position is not a leadership position, there will be no consideration given for an interim pay payment.