

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.

The interim pay will be calculated by taking the employee's current wage and increasing it by 10% during the time period they are filling the vacancy. The interim pay rate will cease the beginning of the first pay period after the assignment has ended for any reason or the position has been filled, whichever comes first.

Employees will 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.