

*Personnel
1-20-14*

**RESOLUTION
INTERIM PAY POLICY**

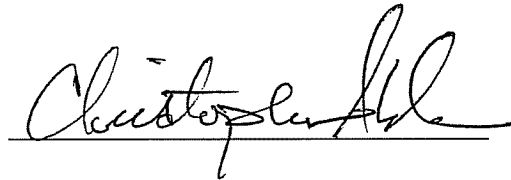
021

WHEREAS, on occasion high level leadership positions within the City of Manitowoc are vacated and it becomes necessary to temporarily assign lesser paid employees to fill the vacant advanced roles; and,

WHEREAS, the Common Council of the City of Manitowoc desires to establish guidelines in order to consistently compensate lesser paid employees assigned to temporary interim assignments, by approving the attached City of Manitowoc Interim Pay Policy.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Common Council of the City of Manitowoc approve the attached City of Manitowoc Interim Pay Policy, effective upon approval by the Common Council.

Introduced JAN 20 2014



Adopted _____

Approved _____

Justin M. Nickels, Mayor

This Resolution was drafted by Jeri Johnson, Human Resources Generalist

CITY OF MANITOWOC

INTERIM PAY POLICY

Issue Date: TBD	Revision(s):	Pages:
Special Instructions:		
Distribution: City of Manitowoc Employees		

I. **PURPOSE:** Occasionally high level leadership positions will experience a vacancy. When these vacancies occur, it is necessary for individuals to step in and temporarily fill these advanced roles. Sometimes the interim position may last for an extended period of time until the replacement is secured. 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 Department Head or Assistant Department Head position, 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's wage will be temporarily increased to the mid-point wage between the employee's current wage and the most recent wage of the position when it was last vacated. This pay change would be effective the beginning of the next payroll period following 30 calendar days in the interim position. 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 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.

The manager responsible for the interim assignment will be responsible for necessary payroll documentation needed to process the interim pay.

If the interim period is less than 30 calendar days, or if the position is not a Department Head or Assistant (Deputy) Department Head position, there will be no consideration given for interim pay.

If an employee on an interim assignment is absent from work for 10 consecutive workdays for any reason other than pre-approved vacation, interim pay will cease until he or she returns to work and resumes the interim assignment.