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 by 10%. 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.