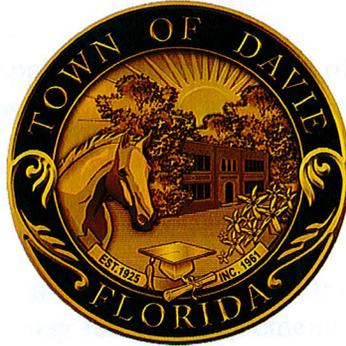


**TOWN OF DAVIE  
HUMAN RESOURCES DEPARTMENT**



**OUT OF TITLE/CLASSIFICATION PAY  
SOP #22-004**

**September 19, 2012**

**SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL**

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	May 18, 2011	Human Resources	Initial Release
2	September 19, 2012	Human Resources	Revision

**APPROVALS:**

*Stacy H. S. Hays*  
\_\_\_\_\_  
Author

*9/24/12*  
\_\_\_\_\_  
Date

*Betty Green*  
\_\_\_\_\_  
Town Administrator

*9-24-12*  
\_\_\_\_\_  
Date

**1-1. POLICY.**

It shall be the policy of the Town of Davie to compensate employees who take on the responsibilities of a higher level position for an interim or temporary period of time.

**1-2. SCOPE.**

This operating procedure applies to all employees of the Town of Davie (Town) in the Regular Service (regardless of probationary or other status), as well as all Executive, Part-Time, and Seasonal employees.

**1-3. PROCEDURE.**

- a. When an employee is given additional responsibilities which are anticipated to last more than 30 days, the employee may receive supplemental payment of up to 5% of his or her base rate for the duration of the temporary or interim assignment.
  - b. The additional compensation shall be determined by the Department Director and approved by the Director of Human Resources. Temporary pay increases above 5% must also be approved by the Town Administrator or designee.
  - c. All interim or temporary assignments of this nature will have a beginning date and an ending date and shall last no more than six (6) months. When the assignment ends, the supplemental payment will cease.
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