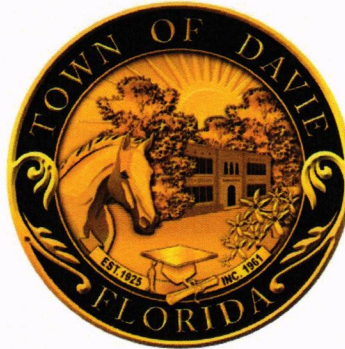


**TOWN OF DAVIE
HUMAN RESOURCES DEPARTMENT**



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

June 4, 2019

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
3	June 4, 2019	Human Resources	Revision

APPROVALS:


Human Resources Director/Grace Garagazzo

5-30-19
Date


Town Administrator/Richard J. Lemack

6-11-19
Date

1-1. POLICY.

It shall be the policy of the Town of Davie to compensate employees who take on additional responsibilities of a vacant position or for an employee on leave 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 of a vacant position or for an employee on leave for a period of at least (40 consecutive hours) the employee may be compensated at a rate of pay at least five percent (5%) greater than the employee's regular rate of pay for the duration of the temporary or interim assignment.
 - b. The additional compensation shall be determined by the Department Director and approved by the Human Resources Director. 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. Interim or temporary assignments beyond six (6) months may be approved under limited circumstances by the Human Resources Director and Town Administrator or Designee. When the assignment ends, the supplemental payment will cease.
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