I. Purpose/Introduction/Rationale
The purpose of this procedure is to provide guidance for compensating staff who may be called upon to temporarily assume the responsibilities of a position at a higher level for a period of 30 days or longer.

II. Definition
Not applicable.

III. Procedure or Application
A. On occasion a staff member may be asked to fulfill the functions of a position that is classified at a higher level than the one they currently hold.

B. Compensation for such assignments will be determined by the appropriate department head or vice president, in consultation with the Human Resources Department.

C. Typical considerations will include the existing compensation rate and salary budget for the role assumed, the qualifications of the staff member assigned to the role, external (market) equity, and internal equity.

D. The additional compensation will be paid as a supplement and not be included in the base salary of the temporary replacement.

IV. Related Policies or Applicable Publications
Not applicable.

V. Effective Date
This policy is effective upon approval and supersedes all previously issued versions.

VI. Appendices/Supplemental Materials
Not applicable.

VII. Rationale for Revision
Aligned with current practice, 5-14-2018.