

Policy

Confidential Administrators and part-time professionals may be temporarily assigned to a position of higher classification and be appropriately compensated upon assumption of the position when:

1. The employee is not obligated by current job assignment to assume the duties of another administrator who is temporarily absent or who has vacated the position.
2. The absent administrator has been incapacitated by an extended illness.
3. The circumstances giving rise to the need for the assignment are not the result of a scheduled vacation and/or personal leave of absence by the person who normally occupies the position.

Upon approval by the President and the Board of Trustees, the confidential administrator or part-time professional recommended by area Vice Presidents to assume the duties of a position of higher classification, shall receive an increase in his/her base salary up to a maximum of three percent (3%) for the specific duration of the assignment.

Wherein the specifics of this policy are at variance with the terms and conditions of a collective bargaining agreement, the terms and conditions of such relevant collective bargaining agreement shall take precedence.

ADOPTED: March 25, 1985
Revised: May 22, 1995
Revised: April 22, 1996