

PERSONNEL POLICY 91-1

SUBJECT: Out of Class Employment

PURPOSE: To establish a policy to compensate those employees who are required to perform work outside their classification of employment

APPLICABILITY: All City of Clarksville Departments

REFERENCES: Sections 1-1306 & 1-1307 Clarksville City Code

POLICY STATEMENT:

When an employee is required to work temporarily in a higher level position to the one in which they are normally assigned, and if that assignment is expected to last at least 30 consecutive days, the employee will be paid a salary immediately higher than their present salary in the grade of the position they are temporarily filling. If the position is vacant for more than 180 consecutive days, it will be advertised internally and the incumbent may apply for that position (In the event the Mayor has appointed an employee to fill this position, internal posting of the position shall not be required after the expiration of one hundred eighty (180) days as determined in the sole discretion of the Mayor. In this event, internal posting of the job shall occur as directed by the Mayor, but will occur not later than 12 months of appointed employee being in the position). For position assignments expected to last 30 consecutive days or less, no additional compensation will be paid. If then the position assignment exceeds 30 consecutive days, the employee will be given back pay at the difference between their present salary and that salary immediately higher than the present salary in the grade of the vacant position from the date they occupied that position.

IMPLEMENTATION:

The Department Head may assign any employee to a higher level position for a limited time provided that the assigned employee has the capability to perform the essential elements of the job. If the job will last 30 consecutive days or less, no further action is required. If the job lasts for more than 30 consecutive days, the Department Head will prepare a "Change of Status" form and process it through normal channels so that the affected employee can be properly compensated. Upon the return of the incumbent employee, the Department Head will prepare and submit another "Change of Status" form to reestablish that employee into his or her normal position classification. In the event the position is not filled by the incumbent, and such position has been appointed by the Mayor, then the Department Head will prepare and submit a "Change of Status" form to establish that employee into the position classification.

OFFICIAL DOCUMENT

APPROVED BY CITY COUNCIL JUNE 6, 1991

ORIGINAL EFFECTIVE DATE: JULY 1, 1991

1ST REVISION EFFECTIVE: MAY 21, 1996

2D REVISION EFFECTIVE: OCTOBER 4, 2007

WILLIAM MCNUTT, HR DIRECTOR