



Corporate Policy Manual

Sub Topic:	Adjustments to Temporary Salary Rates	Policy No.	9-06
Topic:	Compensation	Employees Covered:	All Full-Time Employees
Section:	Human Resources	Council Adoption Date:	
Effective Date:	January 1, 2000	Revision No:	Date:

Policy Statement & Strategic Plan Linkages

The Corporation of the Town of Newmarket recognizes that employees who temporarily assume higher level and/or additional duties as a result of a secondment, appointment or assignment should receive appropriate compensation.

Acting Position

The employee is assigned, for a temporary period, to a significant component or all of the duties and responsibilities of a position from a higher salary grade.

If an employee has completed four (4) weeks of acting in a temporary work assignment, or it has been pre-determined the period will be longer than four (4) weeks, and said assignment will continue for an additional period of time, the Director in consultation with the Manager of Human Resources, may request the Chief Administrative Officer to consider a salary adjustment to a maximum of the job rate for the job being temporarily performed to be paid to such employee for the period during which it will continue to be performed. In the cases where the acting period has been pre-determined to be longer than four (4) weeks, the temporary salary adjustment will be effective the date the employee commences the acting position.

Replacement

The employee is assigned some of the duties and responsibilities of a position from a higher salary grade.

If an employee has completed four (4) weeks of performing additional duties, or it has been pre-determined that the period will be longer than four (4) weeks, from a position in a higher salary grade and said duties will continue for an additional period of time, the Director in consultation with the Manager of Human Resources may request the Chief Administrative Officer to consider a salary adjustment (between 3% and 20%) to a maximum of the job rate for the vacant position, based on the percentage of the duties assumed by the employee and

the percentage difference in salary grade for the duties being temporarily performed, to be paid to such employee for the period during which it will continue to be performed. In the cases where the acting period has been pre-determined to be longer than four (4) weeks, the temporary salary adjustment will be effective the date the employee commences performing the additional duties.

If an employee is assigned some of all of the duties and responsibilities of a position that has a higher maximum rate of pay than the position normally held by that employee, for twenty (20) working days or less, then there will be no additional compensation. The opportunity to undertake responsibilities at a higher level than normal is regarded as a learning/training opportunity (recognition should be given at performance review).