

ADDITIONAL DUTY PAY ADMINISTRATION

1.0 Purpose:

- 1.1 To establish the administrative policies and guidelines for setting and awarding additional duty pay.

2.0 Scope:

- 2.1 To include all employees who may be justifiably awarded additional duty pay for assuming duties not normally associated with the position classification and its description.

3.0 Policy:

- 3.1 The City Manager has the authority to assign additional duty responsibilities on an as-needed basis to regular employees which will be special or collateral assignments in addition to the employee's regular position.
- 3.2 The City Manager has the authority to award additional duty pay based on the duties assigned. Employees receiving additional duty pay will only receive the pay as long as the additional responsibilities are required of that employee; the pay is not guaranteed. Such pay is subject to all normal city, state and federal deductions.
- 3.3 The additional duties must represent skills not normally associated with the position classification and its description. Therefore, the standards for awarding additional duty pay shall be as follows:
- a) The individual must be performing duties not normally assigned to the position, and the additional duties must represent forty percent (40%) of the individual's time or represent significant off-duty preparation time.
 - b) The individual must act as a working leader for a crew of three (3) or more for sixty percent (60%) of the individual's time. This must include:
 - Assigning personnel;
 - Directing personnel;
 - Being held responsible for crew performance by first-line supervisor; and
 - Being assigned as acting supervisor periodically.
 - c) The additional duties must represent assigned managerial responsibility either as an "acting" position or as an "assistant to" position.
- 3.4 Based on the standards for awarding additional duty pay, the pay rates for additional duties are established and paid on the following basis:

- a) Personnel authorized to receive additional duty pay under standard “a” shall receive \$50 - \$120 per month in addition to their established monthly pay rate.
 - b) Personnel authorized to receive additional duty pay under standard “b” shall receive \$120 - \$475 per month in addition to their established monthly pay rate.
 - c) Personnel authorized to receive additional duty under standard “c” shall receive an amount as recommended by the department head with approval by the City Manager for “acting” and for “assistant to” duties.
 - d) Additional duty pay shall be considered as part of regular pay, and salary adjustments for normal work assignments will take into consideration this pay.
- 3.5 The pay rates for additional duty pay will be reviewed annually during the preparation of the budget.
- 3.6 Justification for additional duty pay will be evaluated annually to determine current qualifications.

4.0 Distribution:

- 4.1 Employee Information Site: www.citylf.org



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City Manager