



County of San Bernardino TEMPORARY PERFORMANCE OF HIGHER LEVEL DUTIES

Employees directed to continuously perform the duties of a vacant higher-level position, or employees who have been given the temporary assignment of a project involving the performance of more difficult duties and requiring a greater level of skill(s) may be granted additional compensation.

REFERENCES

Current County Consolidated Memorandum of Understanding (MOU)

FORMS REQUIRED

Temporary Performance of Higher Level Duties

MANDATORY FIELDS

Employee ID, Record Number, Last Name, First Name, Company, Department, Job Code Title, Position Number, Proposed Start Date, Proposed End Date, Salary Grade/Step, Base Pay; Reason For Temp Performance, Select Appropriate Category; Description Of Job Duties; Appointing Authority Signature/Date; Employee Signature / Date; Human Resource Business Partner (HRBP) Recommendation, Signature, Date

County Employment Application or	All
Résumé (if applicable)	All
(Assignment to Vacant Higher Position-ATVHP Only)	

GENERAL INFORMATION

Employees generally should have regular status and there must be evidence of the employee's ability to competently perform the new assignment as determined by the Director of Human Resources (HR) or designee, and the employee shall be required to meet standards for satisfactory performance.

The duration of these assignments is not intended to exceed one (1) calendar year.

No award shall be made in any situation related to a vacation, short-term illness, or other temporary relief. Temporary is defined as six (6) weeks or less.

Requests for Temporary Performance of Higher Level Duties Compensation may be initiated by the appointing authority or an employee via the appointing authority.

Note: The appointing authority and the employee bear mutual responsibility for initiating the compensation request in a timely manner and adhering to the compensation provisions. *Refer to Temporary Performance of Higher Level Duties Article of the MOU.*

Requests must be approved **prior** to making the assignment, as there is no guarantee the request will be approved.

Under **no** circumstances will Temporary Performance of Higher Level Duties Compensation be granted retroactively.

Compensation shall be awarded in pay period increments.

Refer any questions regarding denial of compensation to the department Human Resources Business Partner (HRBP).

PROJECT COMPENSATION

Project assignments require the temporary assignment of more difficult duties involving a greater level of skill. Such assignment may be made to allow for employee rotation, enhance upward mobility or to determine the impact of potential operational organizational changes. The specific temporary duties must be identified in writing on the form submitted or a memo must be attached

Project compensation shall be in the form of a specified percentage of the employee's base pay. The amount shall be paid from a minimum of two and one-half percent (2 ½%) up to a maximum of seven and one-half percent (7 ½ %), in increments of one-half (½) percent. The Director of HR or designee will review the percentage requested by the department and approve, change, or deny the request. HR may also modify the proposed start and end dates. The additional compensation will be computed at the specified percentage of the employee's current base pay for each pay period. The additional compensation (bonus) shall be considered earnable compensation and shall be part of the employee's regular rate of pay for purposes of calculating overtime, if applicable. Such increases in pay shall not affect the employee's step advancement in the base range. *Refer to Salary Rates and Step Advancements Article of the MOU.*

PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Provide Temporary Performance of Higher Level Duties Request to appointing authority or employee as requested for completion
- ◆ Audit form for completeness
- ◆ Retain copy for department file
- ◆ Forward to department HRBP for approval
- ◆ Verify that EMACS has been updated to reflect the requested action

DEADLINES

Refer to the Master Calendar for EMACS Processing

DISTRIBUTION GUIDELINES

The department HRBP will forward the original form to Classification Division HR for approval. HR will forward the approved original to EMACS-HR for processing and a copy to the department HRBP and the department Payroll Specialist.

ASSIGNMENT TO VACANT HIGHER POSITION (ATVHP)

A vacant position is defined as an authorized regular position for which funds have been appropriated and which may be:

- ◆ An unoccupied position due to attrition
- ◆ A position from which the incumbent is on extended leave of absence
- ◆ A new position authorized by the Board of Supervisors

The appointing authority will certify that the employee is assigned and held responsible to fully perform all of the higher-level duties without limitation as to difficulty or complexity of assignments or consequence of action.

This provision shall not be used to circumvent the merit system of promotion and approval of such a request shall initiate the recruitment/selection process where applicable.

The amount of the increase shall be determined as if the assignment has been a promotion. The employee shall be eligible for step advancement in a higher-level position. The employee shall continue to receive benefits associated with their pre assigned occupational unit (i.e. benefit plan, leave plan, etc.).

Upon completion of assignment the employee shall be returned to their former Job Code Title.

If while on temporary assignment employee's step due date occurs, employee step shall be effective the pay period they are returned to former Job Code Title. *Refer to Temporary Performance of Higher Level Duties Article of the MOU.*

PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Provide Temporary Performance of Higher Level Duties form and County Employment Application to appointing authority or employee as requested for completion
- ◆ Audit form and application for completeness
- ◆ Retain copies for department file
- ◆ Forward to department HRBP for approval
- ◆ Verify that EMACS has been updated to reflect the requested action

DEADLINES

Refer to the Master Calendar for EMACS Processing


DISTRIBUTION GUIDELINES

Send original form and employment application to Employment HR.

HR will forward the approved original to EMACS-HR for processing and a copy to the department HRBP and the department Payroll Specialist.

RELATED FORMS/PROCEDURES

Checklist for Temporary Performance of Higher Level Duties 

Employment Status and Wage Notification 

Return to Former Job Code Title From Vacant Higher Position 