



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy: Public Safety Communications Civilian Higher-Level Assignment Pay Policy

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Revision Dates:

Prepared By: Human Resources Department

Approved By: City Manager

Legal Review: Elizabeth Ruhmann

POLICY: Public Safety Communications Civilian Higher-Level Assignment Pay Policy

It is the City's policy to maintain adequate staffing for and in its public safety communications divisions in order to maintain operational support to first responders. This policy establishes that civilian Public Safety Communicators and Public Safety Shift Supervisors who are assigned to the 911 Communications Center will receive Higher-Level Assignment Pay (HLP) when working in the capacity of the next higher-level position in their job family. HLP assignments shall be made to meet the business and operational needs of the City, as permitted by the City Charter and all applicable federal and state employment laws.

I. APPLICABILITY

- A. This policy applies to civilian employees assigned to the 911 Communications Center as:
 - 1. Public Safety Communicators; and
 - 2. Public Safety Shift Supervisors.

II. GUIDELINES FOR HIGHER-LEVEL ASSIGNMENT PAY

- A. Higher-Level Assignment Pay (HLP) is the temporary assignment of an employee to perform duties allocated to the next higher-level position in their job family. A higher-level assignment:
 - 1. Will be limited to the immediate next higher-level position.
 - 2. May occur when a position is vacant due to the sickness, disability or other absence of a regular employee.
 - 3. May occur in full or half day increments.
 - 4. Will be assigned only to employee who meet the minimum requirements of the higher-level position.
- B. Compensation for a higher-level assignment:

1. In addition to their base pay, employees assigned to a HLP assignment will receive 5% of their regular hourly rate of pay while performing HLP assignment duties.
2. Overtime hours will be calculated based on FLSA guidelines.

C. Duration of Assignment.

1. An HLP assignment will typically not exceed one month.
2. If an HLP assignment exceeds a consecutive month, the employee will be placed in a provisional appointment. The process for provisional appointment will be followed as outlined in the Provisional and Temporary Appointment Policy.

APPROVED BY:



TOMAS GONZALEZ, City Manager

DATE: 8 29 18