

Number 12.5 - HIGHER ASSIGNMENT PAY

Effective Date: March 1, 1996

Applicable To: All classified employees with the Executive Branch of the State of Vermont.

Issued By: Department of Personnel

Approved By: William H. Sorrell, Secretary of Administration

PURPOSE AND POLICY STATEMENT

It is generally the policy of the State of Vermont to provide additional compensation to employees who are required to work in higher level jobs.

The purpose of this policy is to define higher assignment pay, and set forth the circumstances under which it is paid.

GENERAL GUIDELINES

The Higher Assignment Pay Article of the current Agreements between the State of Vermont and the Vermont State Employees' Association (VSEA) must be adhered to when implementing this policy.

Non-bargaining unit employees may be eligible for higher assignment pay if specified in the Extension of Benefits (See Appendix D of this manual).

An employee who, in the absence of an incumbent, is assigned by the appointing authority to perform at a higher level may, for a short period of time, be entitled to higher assignment pay. "Higher level" is defined as at least one (1) pay grade higher than the employee's current pay grade and:

- The employee must perform a majority of those duties of the higher level job which are substantially different from his or her own duties; or
- The employee must be assigned to assume the responsibilities of a higher level supervisory or managerial job, as needed, without any substantial change in their own duties.

The above conditions apply to all employees except those covered by the State Police and Corrections contracts.

Employees covered by the State Police and Corrections bargaining contracts must "take over the job of the higher level position". This means that the employee is required by the appropriate authority to perform a majority of those duties of the higher-level job which are substantially different from his or her own normal duties.

Additionally, the employee will be held accountable for performance in the same manner as newly assigned permanent employees.

If there is no captain, lieutenant, sergeant, or senior trooper available for an entire shift in that particular station, then a trooper 1c is eligible for higher assignment pay to the senior trooper level.

ELIGIBILITY

To be eligible for higher assignment pay, an employee must have worked five (5) consecutive full shifts at the higher level (one full shift for State Police and Corrections bargaining unit employees). Any paid leave time used during this initial five (5) day period (either full or partial day absences) will not count as part of the five (5) day eligibility period. After returning from leave, the employee will be required to continue the five (5) consecutive full shifts actually worked in order to qualify (See Attachment A, Higher Assignment Pay 5 Day Eligibility Chart).

Scheduled days off will not be counted as part of the five (5) consecutive days, nor constitute a break in the qualification period.

Unworked holidays will not be considered as part of the five (5) consecutive days.

Once the eligibility threshold has been met, the employee will not receive any higher assignment rate for any portion of a day in which there was time spent on leave status, off payroll, holidays, administrative days off, scheduled or unscheduled days off, or any other authorized or unauthorized absence.

Employees in the following categories are not eligible to receive higher assignment pay:

- positions designated as trainee classes;
- automatic reallocation classes (See Number 6.5, Decentralized Reallocation);
- employees whose class specifications clearly require them to fill in and assume the higher level duties.

An employee assuming a supervisory position in an institution (such as Woodside, the Vermont Veterans' Home, and the State Hospital) where the policy requires that person to be in a "charge" or command capacity, will be eligible for this differential for each full shift actually worked, and will not be subject to the five (5) consecutive days eligibility criteria as outlined above.

COMPENSATION

At the conclusion of the fifth (5th) consecutive workday when the eligibility threshold has been met, the employee will receive higher assignment pay retroactive to the first day, and for each consecutive, qualifying workday thereafter. From the sixth (6th) day on, if the employee takes approved leave, off payroll, or holidays off, the employee will

continue to be eligible for higher assignment upon return to the higher assignment without having to requalify for eligibility, provided that no other employee has been granted this assignment during the absence.

The employee will not receive higher assignment pay for hours or days not actually worked in the higher level position.

The higher assignment rate is equal to the rate on promotion to the higher level in the Salary Article of the current contract. In no case will the salary exceed the maximum or be less than the minimum of the pay grade of the higher level position.

An employee's overtime category **will not** change when working in this status.

Attachment A – Higher Assignment Pay 5 Day Eligibility Chart

	Break in Higher Assignment	Count Toward the 5 Days	Paid
INITIAL 5 DAY QUALIFICATION PERIOD:			
Regular scheduled day worked	NO	YES	YES+
Holidays unworked	NO	NO	NO
Holidays partially worked	NO	YES*	YES*
Days off unworked	NO	NO	NO
Days off partially worked	NO	YES*	YES*
Leave usage full day	NO	NO	NO
Leave usage partial day	NO	YES*	YES*
Holiday worked full day	NO	YES	YES+
Days off worked full day	NO	YES	YES+
SUBSEQUENT CONSECUTIVE DAYS ASSIGNED:			
Regular scheduled day worked	NO	--	YES+
Holidays unworked	NO	--	NO
Holidays partially worked	NO	--	YES*
Days off unworked	NO	--	NO
Days off partially worked	NO	--	YES*
Leave usage full day	NO	--	NO
Leave usage partial day	NO	--	YES*
Holiday worked full day	NO	--	YES+
Days off worked full day	NO	--	YES+

*** Indicates that only those hours actually worked in the higher level position will count toward meeting the eligibility criteria and/or will be paid at the higher assignment rate of pay.**

+ Indicates that work for these days are paid at higher assignment rate if employee meets the 5 day initial qualification.