

## **POLICY 517 OUT-OF-TITLE WORK**

1. **Purpose.** Some vacated positions may require an interim appointment be made in order to continue effective operations of the department or work unit. Employees may be assigned an interim position to assist in carrying out those duties which must be continued.
2. Policy.
  - 2.1 Assignment of employees to work out of title would normally be made by the employee's department head, with the approval of the director. The County Administrator may also make assignments.
3. Determination of Pay Status.
  - 3.1 The director will determine whether such employee will receive additional pay. The decision of the director and department head on the amount of the additional pay is final.
    - 3.1.1 If it is determined the employee will receive additional compensation, the effective date will be the first day where the exact duration of the assigned duties is known, or retroactive to the first day when the exact duration of the assignment was known.
  - 3.2 Where the department head and director determine that the assigned duties have a value at or below the non-represented employee's regularly assigned duties, there will be no additional pay.
4. Time Worked.
  - 4.1 The assignment can be for any length of time consistent with the work to be completed.

### **POLICY 517 OUT OF TITLE WORK**

Effective Date: January 1, 2016

Revised Date: June 2016

*Eau Claire County*  
Employee Policy Manual