



Temporary Position Compensation Policy

Policy Number: PP 4-4

Effective Date: November 1, 2013

Approved By: Roger L. Stancil, Town Manager

POLICY

The Town Manager establishes initial hiring rates and rate increases for employees in Temporary Positions, as defined in the Town Code of Ordinances and further defined within this policy.

PURPOSE

In accordance with the Town value of Equity, the purpose of the Temporary Position Compensation Policy is to 1) clarify terminology used in the Town's Code of Ordinances as it relates to Temporary or "Temp" Positions and Employees; 2) provide consistent guidelines for compensation and wage adjustments for employees in this category.

R.E.S.P.E.C.T. VALUES



Equity: Although we may hold different roles in the organization, we all work toward the common goal of serving the Town and the Town's residents and customers. Therefore, we seek and support policies and actions that are administered consistently and fairly to everyone regardless of rank, tenure or personal background.

APPROVAL

Roger L. Stancil, Town Manager



Temporary Position Compensation Policy

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Effective Date: November 1, 2013

Approved By: Cliff Turner, Human Resources Director

PROCEDURES

A. Establishment of Rates for Temporary Positions:

1. Interim Replacement Employees: Rates for Interim Replacement Employees shall be established based on the hourly rates of comparable regular positions in the adopted pay scale, not to exceed the hourly pay range for the comparable grade. Initially, the hiring rate is subject to negotiation between the candidate and hiring manager, with an original offer made by the hiring manager, and must be approved by the department head and Human Resource Development Director. HRD must approve before an offer is made.

2. Seasonal Employees: Rates for Seasonal Employees shall be established using the Manager's adopted Temporary Position Pay Plan. Initially, the hiring rate is subject to negotiation between the candidate and hiring manager, with an original offer made by the hiring manager, and must be approved by the department head and Human Resource Development Director.

3. Apprentice/Intern: Rates for Apprentices/Interns shall be established using the Manager's adopted Temporary Position Pay Plan. Initially, the hiring rate is subject to negotiation between the candidate and hiring manager, with an original offer made by the hiring manager, and must be approved by the department head and Human Resource Development Director. HRD must approve before an offer is made.

4. Program Support Employees: Rates for Program Support Employees shall be established using the Manager's adopted Temporary Position Pay Plan. Initially, the hiring rate is subject to negotiation between the candidate and hiring manager, with an original offer made by the hiring manager, and must be approved by the department head and Human Resource Development Director. HRD must approve before an offer is made.

5. New Temporary Positions: Rates for Employees hired for newly created Temporary positions for which there is no comparable regular position in the pay scale or the Manager's adopted Temporary Position Pay Plan will be established at the time of hire by the hiring manager and may be negotiated with the candidate. The agreed upon position title and rate must be approved first by the department head, then the HRD Director, and finally, the Town Manager. Once approved, the position and rate will be added to the adopted Temporary Position Pay Plan. A Town application must be completed for any new position.

6. Retiree Rates: Rates for regular employees who retire from the Town and are hired back into a Temporary position performing comparable duties of their previous regular position shall be established based on the hourly rates of their former position, not to exceed the range for the comparable grade. If the retiree is performing duties not previously performed as part of their regular employment with the Town, an hourly rate will be established at the time of hire by the hiring manager and may be negotiated with the candidate.

PROCEDURES
CONT.

The agreed upon position title and rate must be approved first by the department head, then the HRD Director, and finally, the Town Manager. Once approved, the position and rate will be added to the adopted Temporary Position Pay Plan. A Town application must be completed for any new position.

B. Rate Increases:

1. Across the Board Rate Increases: Across the board rate increases for Temporary Positions will be considered annually by the Town Manager based on availability of funding in the budget and a joint recommendation from the Business Management and Human Resource Development Directors.
2. Rate Increases for Individual Employees Filling a Temporary Position: Rate increases may be granted to individual employees filling a Temporary Position only in the event that there are substantial changes to the employee's job description. Any such changes must be approved first by the department head, then the HRD Director, and finally, the Town Manager.

FORMS/INSTRUCTIONS

PROCEDURES
APPROVED BY

Cliff Turner, Human Resources Development Director



ADDITIONAL
CONTACTS

Human Resource Development: (919) 968-2700

SCOPE

As of April 1, 2013 this policy replaces and supersedes any previous policies, sections of the employee handbook, or unwritten policies or practices

RELATED
INFORMATION

Town Code, Chapter 14, Article II, Sec. 14-9 and 14-10

APPENDICIES

- A. Temporary Position Pay Ranges
- B. Employee Title Chart

DEFINITIONS

- A. **Temporary Position:** A position for which funding is approved by the Town Council but where specific numbers of employees filling these positions are at the discretion of the Town Manager.
- B. **Seasonal Employee:** Employees serving in seasonal positions of less than twelve (12) months in duration.
- C. **Apprentice:** An employee serving in a Town sponsored career development program or other positions associated with a recognized educational program or institution.
- D. **Intern Employee:** An employee serving in a Town sponsored career development program or other positions associated with a recognized educational program or institution.
- E. **Replacement Employee:** Employees who are temporarily filling regular full-time or part-time positions for twelve (12) months or less due to the absence of the regular employee.
- F. **Program Support Employee:** Employees who fill support roles in departmental programs or functions.

POLICY HISTORY

Adopted April 1, 2013; Revised November 1, 2013