

## **INTERIM PAY**

### **PROGRAM OUTLINE**

**Rev. November 2009**

#### OVERVIEW

Interim Pay is implemented when an employee is performing the essential functions of a vacant Division Manager or Department Head-level position in addition to their normal responsibilities.

#### PURPOSE

The purpose of the Interim Pay Program is to provide equitable compensation to employees who perform job duties, and assume responsibilities, for vacant Division Manager or Department Head level positions.

#### GENERAL PROVISIONS

- a. Interim Pay is implemented for vacancies of Division Manager and Department Head-level positions and for vacancies of not less than one (1) month.
- b. Interim Pay is typically paid at the following rate:  
  
Division Manger-level  
\$150 per pay period  
  
Department Head-level  
\$250 per pay period
- c. Interim Pay may be adjusted and allocated as deemed appropriate by the Mayor.