



**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

Policy # 4023	Interim Position Compensation
Origination Date: June 5, 2017	
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Reviewed Date:	
Approved: <i>Bryan G. Stephens</i>	<i>Brittney J. Campbell</i>
Bryan G. Stephens Interim Executive Director	Brittney Campbell, Human Resources Director

POLICY:

Employees may be asked periodically to serve in interim roles or assignments. These assignments may include additional tasks outside the usual scope of work, or assuming the duties of a higher-level position that is vacant.

PROCEDURE

Compensation for the changes in roles may not be required, but if approval is given by the Executive Director, interim pay may be received. Adjustments to compensation may include the following:

1. A one-time payment or bonus to acknowledge the extra work related to new tasks.
2. An increase to base salary for the duration of the interim assignment.
 - a. For example, if the employee's new role is at the same salary level and involves substantial additional work, an employer may offer supplemental pay of 5%-15%, depending on the nature and amount of the additional work. The amount of supplemental pay may be based on whether the employee functions in both his or her current position as well as the vacated position, or only in the vacated position.
3. An increase to base salary to reflect a higher-level position.
 - a. If the interim role is at a higher level, the employer may pay the employee a salary appropriate to that level position for the duration of the assignment. Once the interim assignment ends, the employee's salary returns to the original pay plus any merit increases warranted during this time.