

**Resolution Number: 10-0313**

**Authorizing the Temporary Adjustment of Wages for any Non-Represented Staff Person who is Assigned Greater Essential Duties for an Absent or Vacant Position.**

**Whereas**, any employee may be called upon from time to time to make decisions or take action that may be outside their normally assigned essential duties and functions which do not qualify for exceptional pay; and

**Whereas**, vacancies at Iowa County occasionally may require other staff to assume greater essential functions and duties on a temporary basis; and

**Whereas**, the intent of Iowa County is to equitably compensate employees for assuming greater responsibility and evaluate all essential duties for equitable compensation; and

**Whereas**, the County Administrator is authorized to manage personnel within defined statutes, policies, and procedures;

**Now Therefore Be It Resolved** that the County Administrator upon recommendation from the office of Personnel is hereby authorized to temporarily adjust wages for any non-represented staff person who is assigned greater essential duties for an absent or vacant position (greater than two weeks) with a short-term base wage adjustment within a range of 90% to 110% of the wage grid entry point for the vacant position; and

**Be It Further Resolved** that upon adoption of this resolution all prior policies addressing the subjects herein are hereby amended or repealed including resolution # 15-0308; and

**Be It Further Resolved** that if this policy is not sufficient to address any given vacancy that circumstance shall be brought to the Administrative Services Committee for other specific action and approval; and

**Be It Further Resolved** that the period of the wages so adjusted shall be funded from the existing Department's budget where the vacancy occurs and shall not exceed a six month aggregate time period unless approved by the Administrative Services Committee; and

**Be It Further Resolved** that an employee who is authorized by the Administrator to assume greater essential duties for a vacancy greater than two weeks shall have their wage adjustment made retro-active to the first day of taking the responsibility and assuming those duties.