

DATE: December 20, 2022

TO: Board of Trustees

FROM: Tom Ratermann

SUBJECT: Temporary Extra Responsibility Pay (please see attached policy)

On November 17<sup>th</sup>, 2022, the Finance and Administration Manager provided written notice of her resignation and her last day of full-time employment was December 16<sup>th</sup>, 2022. The Office Administrator has assumed extra responsibility since November 17<sup>th</sup>. The salary range for the Finance and Administration Manager is salary range 54 and the salary range for the Office Administrator is salary range 40.

Salary range 54 is from \$31.59 per hour to \$47.37 per hour. Salary range 40 is from \$22.32 per hour to \$33.47 per hour. The Office Administrator is currently paid \$29.61 per hour.

I recommend increasing the Office Administrator's compensation by 4.5% effective January 2<sup>nd</sup> to \$30.94 per hour.

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minimum is forfeited for the day. Only one minimum three (3) hour call-in allowance shall be provided per day for any call-in and only if the actual working time required for that occurrence is less than three (3) hours total.

1. A duly authorized supervisor shall prepare a roster of employees assigned to standby duty. Employees shall receive, insofar as possible, a month's notice, and assignments shall be posted on accessible bulletin boards.
2. All personnel assigned to standby must be easily reached, capable, sober and ready to work at any time during their standby period. This condition shall be a mandatory part of the assignment.
3. No one on standby duty is expected to attempt any procedure, which he/she considers unsafe within requirements of the operation. If additional help is required to perform a job, the employee shall follow specified District procedures like those followed during regular working hours.
4. Standby duty normally shall be one week in duration, rotated among qualified employees and recorded for remuneration on a daily basis to be included with regular wages. An employee shall be removed from standby duty if deemed incapable due to illness, or other sanctioned, cleared emergency as determined by the duly authorized supervisor. If an employee requests sick leave during a part or whole day standby duty is assigned, it shall be up to the supervisor to determine whether or not the employee should be allowed to remain on standby, taking into account all circumstances pertinent to the matter.
5. A standby employee shall receive compensation. If called in, the standby compensation is paid as well as the minimum call-in pay compensation. Standby compensation will be paid as stipulated by the annual personnel budget adopted by the Board of Trustees each year. (Revised April 16, 2013)
6. Employees are expected to respond to the District office or job site, whichever is appropriate, within one-half hour after being contacted and time accounting begins upon arrival.

#### **4.10: TEMPORARY EXTRA RESPONSIBILITY PAY:**

An employee temporarily having additional duties or responsibilities may be considered for extra compensation. Such additional compensation must be approved by the Board of Trustees and shall be subject to budget approval and allocation.

#### **4.11: TRAVEL TIME PAY:**