

HUMAN RESOURCES POLICY/PROCEDURE

No. 035

OFFICE OF PRIMARY RESPONSIBILITY:**Human Resources****EFFECTIVE DATE:**

10/25/2001

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REV. # _____**REV. DATE:** _____**SUBJECT: Interim (Acting) Compensation****REPLACES: N/A****OBJECTIVE:**

The Central Florida Regional Transportation Authority (hereinafter "Authority") was created by Part II, Chapter 343, Florida Statutes, to own, operate, maintain and manage a public transportation system in the area of Seminole, Orange, Osceola Counties, and to adopt such policies as may be necessary to govern the operating of a public transportation system and public transportation facilities. The Executive Director is authorized to establish and administer such policies. Therefore, it is necessary to establish an Interim (acting) Compensation Policy.

SCOPE:

This policy shall apply to all employees of the Authority

AUTHORITY:

Authority for this policy and procedure are as follows:

Part II, Chapter 343, Florida Statutes

POLICY:

It is the policy of the Authority that all employees be compensated fairly and equally at all times. Occasionally, it becomes necessary for an employee to fill a position on an interim or acting basis until that position has been filled permanently. When the interim position is one which is at a higher grade than that of the position normally filled by the acting employee, the employee's compensation will be adjusted after they have served in the interim capacity for fifteen (15) working days, or if it is known that they will be serving in this capacity for more than 15 working days.

On the sixteen (16th) working day, the employee's supervisor will process the necessary paperwork to adjust the employee's salary to the entry level (minimum) of the interim position or to a minimum level of 5%, whichever is higher.

When the vacant position is filled, the interim (acting) employee will be returned to the salary level at which they were being paid before beginning the interim assignment.

Employees filling an interim (acting) position shall be returned to their previous position within the first workweek of the starting date of the permanent employee hired for the position. It is the responsibility of the supervisor of the employee to see that all pertinent paperwork is processed and submitted to the Human Resources Department.

EXCEPTIONS TO THIS POLICY:

Any exceptions to this policy must be pre-approved by the Executive Director.

AUTHORIZATION:

EXECUTIVE DIRECTOR *Ronald Brooks* DATE 23 Jan 02

DEPARTMENT DIRECTOR *John D. Monty* DATE 1/23/02