
S.O.P. #: PERSONNEL 13

SUBJECT: HIGHER CLASSIFICATION SUBSTITUTION PAY

DIVISION: CAREER PERSONNEL

Objective: To provide guidelines for compensating members who are required to substitute in, and assume the responsibilities of, a position in a higher classification.

Section 1: Higher Classification Substitution Pay

- A. **“With the exception of a Firefighter substituting for a Fire Specialist,”** members may receive extra pay for substituting in a higher classification whenever they fill a vacancy in a higher classification.
- B. A member will only receive substitution pay after first accumulating one hundred twenty (120) hours of work in the higher classification.
- C. Members will file a Form #192, per instructions found on that form, at the end of a two-week period if higher classification substitution occurred during that pay period.
- D. Rates of Compensation for Substitution Pay
 - 1. Members shall be paid at the lowest step in the higher pay grade that would provide:
 - a. An increase of one step, if higher classification is one grade above the substitute’s regular pay grade, or
 - b. An increase of two steps, if higher classification is two or more grades above the substitute's regular pay grade.
 - 2. In no case shall any member be paid less than the minimum step of the classification in which he/she is substituting.

NOTE: Substitution assignments shall be limited to a maximum of six (6) calendar months, except in unusual circumstances when the Director of Personnel may determine that an extension will serve the best interest of the County Government.

Section 2: Higher Classification Substitution Pay - Support Divisions.

- A. A support division employee who works in a vacant position AND PERFORMS ALL THE DUTIES AND RESPONSIBILITIES OF THAT POSITION will be compensated for the increased responsibility subject to the guidelines listed in Section 1 of the SOP.

NOTE: Battalion and Division Chiefs who work in vacant positions for 10 consecutive days will be compensated for the increased responsibility once the 10-day requirement is met. The additional pay will be retroactive to the first day the vacancy was filled. Further, the 10-day requirement must be satisfied for each period of vacancy.