
**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

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EFFECTIVE DATE: 11/10/08
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05/17/16 | 01/02/18
07/18/23 | 12/17/24
AUTHORITY: BOC
COUNTY MANAGER: AO

SUBJECT: ACTING PAY, BILINGUAL PAY, AND FOOTWEAR ALLOWANCE

I. Purpose:

To establish criteria for paying employees for temporarily performing work beyond the assigned duties of their current job class, for being temporarily assigned to the duties of a management or administrative position, for specified extra duties performed, for communicating in a second language, and to reimburse non-represented employees for footwear where required by the County.

II. Policy:

Employees may occasionally be asked to perform duties beyond the scope of their normal position or asked to temporarily assume the duties of a higher-level budgeted position for a short period. Employees performing work in a higher classification for 10 or more days, are entitled to premium pay for these duties.

A. Acting Pay

1. Assignments

- a. Employees may be temporarily assigned the duties and responsibilities of a budgeted, higher-level position provided the position is currently vacant, or the employee normally filling the position is on authorized leave or has been temporarily relieved of all regular duties to complete a special project approved by the employer, or because of temporarily increased workload requirements.
- b. The same employee shall not be assigned to the higher-level duties for more than 6 consecutive months unless specifically approved by the HR Director, who may extend the assignment for not more than an additional 6 months.

2. Employee Eligibility

- a. Employees must be formally assigned and actually performing the duties of the higher job class.
- b. The salary range for the higher paid class must be at least 5 percent above the range for the employee's current job class.
- c. Beginning on the 10th consecutive workday of performing the duties of the higher-level position, employees will be paid at a rate of 5 percent

above their current rate of pay, or at the entry rate of the higher job class, whichever is greater, but not to exceed the top step of the higher classification.

- d. The provisions of this section shall not be used to authorize additional pay to provide additional compensation pending action on a request for reclassification of a position or approval of a recommendation to reclassify a position, or to reward an employee neither for outstanding service, nor for any purpose other than those stated in this policy.

B. Bilingual Pay

Upon recommendation of the department head and approval by the HR Director, employees are eligible to receive bilingual pay in the amount of 2.5 percent of their base pay provided that the following criteria in this subsection are met. The employee may make the request directly to the HR Director if s/he demonstrates valid evidence that such a request was made to the department head.

- i. The employee's assigned duties must require them to communicate in a second language at least approximately 15 percent of their work time; and
- ii. As a prerequisite to receiving bilingual pay, the employees must demonstrate written and verbal fluency in the second language. If there is uncertainty as to whether the employee is fluent in the second language, the employer may, at the discretion of the HR Director, require an employee to demonstrate fluency in the second language by successfully passing a qualified bilingual proficiency exam. The examination will be chosen by the HR Director.

C. Footwear Allowance

1. Where steel-toed/reinforced toed or safety footwear is required for County duty, including requirements by OSHA or MSHA, the Employer will provide a footwear reimbursement to the Employee of up to \$187.50 every year based upon receipts or other documentation. The period will be calculated from the date the Employee last received a footwear reimbursement of the full \$187.50 or received that amount cumulatively; provided that the Employee will receive up to the full reimbursement at any time his/her steel-toed/reinforced-toed or safety footwear is damaged by work-related duty so as to render the footwear unserviceable (excluding normal wear and tear as determined by the Department Head). The Department Head shall identify the positions which are eligible for reimbursement. Footwear purchased under this Section must comply with applicable safety standards established by the County or with OSHA or MSHA standards. The Footwear allowance is not applicable to Department Heads or Elected Officials.

III. RESPONSIBILITY FOR REVIEW: The County HR Director will review this policy every 5 years or sooner as necessary.