

**§ 80-8. Temporary assignment duty.**

- A. The City of Allentown nonbargaining unit employees may be entitled to additional compensation when performing services that are temporary in nature and beyond the scope of, and not part of, their regular responsibilities. Compensation for the additional services will be determined, in advance, through consultation between the Human Resources Department and the department head requesting the additional compensation. Employees assuming temporary assignment duty gain valuable experience which could enhance their promotional qualifications.
- B. Municipal bargaining unit employees temporarily assigned to higher paying municipal bargaining unit positions will be paid in accordance with their respective contractual agreement.
- C. Municipal nonbargaining unit employees temporarily assigned to higher paying nonbargaining unit positions will be paid 5% above their current base pay as temporary acting duty (TAD) pay. An employees' pay, however, will not exceed the highest rate for that position.
- D. Nonbargaining unit employees temporarily assigned to higher paying nonbargaining unit positions may be paid 5% above their current base pay unless more than 5% is necessary to attain the starting salary of such position. Such nonbargaining unit employee's pay, however, shall not exceed the highest pay grade of any temporary assignments pay grade.
- E. Employee attendance records must reflect the number of days that the employee worked the higher paying job while on TAD and the name and pay grade of the higher paying job.
- F. Nonbargaining unit employees in the status on TAD will not be paid TAD for time not worked such as sick leave, vacation, holidays, personal day, nonproductive or any paid and/or non-paid time off. Bargaining unit employees will be paid in accordance with their respective contractual agreement.
- G. Employees will begin receiving TAD compensation effective the first day they begin performing the increased job responsibilities.