



**COOK COUNTY BUREAU OF HUMAN RESOURCES
EMPLOYMENT PLAN - SUPPLEMENTAL POLICIES**

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| POLICY TITLE: INTERIM ASSIGNMENT AND INTERIM PAY | | PAGE 1 of 2 |
| Date of Approval: July 24, 2013 Effective Date: August 1, 2013 | Policy Number: 2013-2.3 Associated Personnel Rule: NA | Policy Form: Interim Assignment Request Form |

PURPOSE: The purpose of this Policy is to establish the terms and conditions under which employees may be given Interim Assignments and to establish guidelines for the compensation of such employees while working in designated Interim Assignments.

AREAS/EMPLOYEES AFFECTED: This Policy applies to all Departments and all employees under the jurisdiction of the County Board President or Departments covered under the Employment Plan. Employees in Positions covered under a collective bargaining agreement are not eligible to be placed in an Interim Assignment unless specifically provided in any applicable collective bargaining agreement. Exempt employees are not eligible for an Interim Assignment to a Non-Exempt Position. To the extent that any provision in this Policy conflicts with a specific provision in any collective bargaining agreement or the Plan, the provision in the collective bargaining agreement or the Plan, as and if applicable, shall govern. Only employees who possess the Minimum Qualifications of the Interim Assignment Position will be considered eligible for such Interim Assignment.

POLICY AND PROCEDURE: The County may make an Interim Assignment and authorize the payment of Interim Pay as follows:

No Political Reasons or Factors. All Interim Assignments and any related Employment Action established under this Policy must be done in accordance with Personnel Rules and the Plan, as and if applicable. No Employment Action relating to an Interim Assignment of an employee holding a Non-Exempt Position may be based on any Political Reasons or Factors.

Employees Eligible for Interim Assignment. In order to be eligible for an Interim Assignment, an employee must (1) not be in an initial or promotional probationary period and (2) possess all of the Minimum Qualifications contained in the Job Description for the Interim Assignment Position. Employees holding Non-Exempt Positions and Exempt Positions are eligible for an Interim Assignment to a vacant Exempt Position and only employees holding Non-Exempt Positions are eligible for an Interim Assignment to a vacant Non-Exempt Position.

Submission of Request for Interim Assignment By Department Head. A Department Head must complete an Interim Assignment Request Form and submit it to the Chief of BHR or his or her designee requesting approval of an Interim Assignment to a vacant Position in his or her Department. The Interim Assignment Request Form must include: (1) the reason the Position is vacant; (2) the specific reason(s) justifying the need for the Interim Assignment; (3) a copy of a current Job Description for the Interim Assignment Position; (4) the name, current Position, current Job Description, and assigned Department of the employee recommended for the Interim Assignment. Additionally, both the Department Head of the Department in which the proposed employee is assigned and the proposed employee must sign the Interim Assignment Request Form and the Chief of BHR or his or her designee will send a copy of the completed Interim Assignment Request Form and any attachments to the Compliance Officer.

Review of Request for Interim Assignment. The Chief of BHR will verify all information contained on the Interim Assignment Request Form and verify that the employee recommended possesses all of the Minimum Qualifications contained on the current Job Description for the Interim Assignment Position. The Chief of BHR or his or her designee and the Compliance Officer shall also review and confirm the accuracy of the information contained in the Interim Request Form and review the operating needs of the affected Department(s).

Approval/Denial of Request for Interim Assignment. After review, the Chief of BHR and the Compliance Officer will either approve or deny the Interim Assignment. If the Chief of BHR and the Compliance Officer disagree, the Compliance Officer's determination shall govern. The Department Head will receive written notification of the determination. BHR shall take all actions necessary to effectuate the Interim Assignment and applicable Interim Pay to which the employee is entitled.

Interim Pay. If the Interim Assignment is approved, a temporary pay increase (designated as "interim pay") may be given to the employee placed in an Interim Assignment. Interim Pay shall be afforded in an amount to account for an increase in the employee's current salary by 10% unless a greater increase is needed to bring the employee's current salary up to the first step of the higher graded position. Employees on an Interim Assignment will also receive any regular increase(s) they would ordinarily receive in

their pre-Interim Assignment Position that occurs during the period they are on an Interim Assignment. The employee will stop receiving interim pay when the Interim Assignment terminates for any reason or as described above. The Bureau of Human Resources will work with the requesting department to generate any required documentation to process the Interim Pay.

Performance of Interim Assignment. Upon approval of the Interim Assignment, the selected employee must assume all of the duties of the Interim Assignment Position. Not more than one employee may be given an Interim Assignment to a specific Position at any given time. If the vacancy of a Position designated for an Interim Assignment is based on any reason other than a leave of absence from which the incumbent in the Position is expected to return, the vacant Position must be posted within 60 days of the effective date of the Interim Assignment and filled in accordance with the Plan.

Cessation of Interim Assignment and/or Interim Pay. If an employee in an Interim Assignment is absent from work for 10 consecutive workdays for any reason other than a pre-approved vacation, interim pay will cease until he or she returns to work and resumes the Interim Assignment. If an employee on an Interim Assignment is absent from work for more than 10 consecutive workdays for any reason, he or she will be removed from the Interim Assignment, interim pay will cease, and the employee will not be eligible to return to the Interim Assignment.

Length of Interim Assignment. Interim Assignments may be for periods of no less than one month and no more than six months; provided the Head of the Department may request a maximum three-month extension of an Interim Assignment by submitting a second Interim Assignment Request Form to the Chief of BHR and the Compliance Officer. Such a request will be granted only upon a showing of good cause. The Chief of BHR and the Compliance Officer will either approve or deny the Interim Assignment extension. If the Chief of BHR and the Compliance Officer disagree, the Compliance Officer's determination shall govern. The Department Head will receive written notification of the determination. Under no circumstances may an Interim Assignment exceed a total of nine months for any Position.

NPCC. All employees assigned to an Interim Assignment pursuant to this Policy and all employees participating in the request or approval on an Interim Assignment must also sign a NPCC certifying that no Political Reasons or Factors were considered, provided that Exempt Employees assigned to Interim Assignments to Exempt Positions need not complete a NPCC.