

**CITY OF STOCKTON, CALIFORNIA  
CITY MANAGER ADMINISTRATIVE DIRECTIVE**

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| <b>Subject:</b><br><br><b>SPECIAL ASSIGNMENT PAY</b> | <b>Directive No. HR-49</b>               | <b>Page No. 1 OF 3</b>                                   |
|  | <b>Effective Date:</b><br><b>8/18/08</b> | <b>Revised from:</b><br><b>5/2/05</b><br><b>12/17/01</b> |

**I. PURPOSE**

The purpose of this Administrative Procedures Directive is to monitor and ensure consistent and appropriate application of the additional compensation known as "Special Assignment Pay." This Directive is not intended to cover the issues of Acting Pay, Y-Rate, and other Temporary Upgrades (hourly or daily) which are covered by Memorandum of Understanding, respectively.

**II. POLICY**

The policy of the City Manager is that Special Assignment Pay is intended to be additional compensation for employees who are assigned, in writing, additional duties and responsibilities while performing regularly assigned responsibilities.

Special Assignment Pay shall not take effect until expressly approved by the department head, the Director of Human Resources, and the City Manager. Special Assignment Pay shall not be recommended or authorized unless the special assignment shall continue in excess of five (5) work days. The additional compensation shall be in addition to any other pay or allowance to which entitled and continue for the duration of the special assignment or project; however, shall not be considered a permanent pay increase.

To the extent any provisions of this policy may conflict with existing Memoranda of Understandings ("MOUs") of employee organizations, the provisions of the MOU shall prevail over this Directive. (See Trades & Maintenance Unit MOU, Section 15.12; Stockton City Employees Association MOU, Section 17.11; Fire Unit MOU, Section 13.9; Fire Management MOU, Section 13.12; Police Management MOU, Section 15.8; or other appropriate compensation plans).

**III. DEFINITIONS**

For the purposes of this Directive, the following definitions shall apply. For clarification purposes, Special Assignment Pay is not the same as Acting Pay, Temporary Upgrade, or Y-Rate, which are described below.

Acting Pay - Compensation for employees who are assigned, in writing, to the majority of duties of a higher level classification. The assignment may result from unfilled positions or employee absences (i.e., vacation/sick leave, etc.) in excess of

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five (5) work days. Acting pay must be approved by the City Manager, and the appointing authority, prior to assigning an employee to work in a higher level classification. Acting pay is covered in the various MOU's.

Extended Leave while Assigned Special or Acting Assignment - Leave that is contiguous time of more than fourteen (14) calendar days. If compensation for special or acting assignments has been previously authorized, and any leave that is intended to extend beyond fourteen (14) calendar days, a Form CS-23 must be prepared to discontinue the compensation until the employee returns from the extended leave and resumes the special or acting assignment. A subsequent Form CS-23 must be prepared and appropriately authorized to reinstate the compensation for the remainder of the special and/or acting assignment.

Special Assignment Pay - Compensation for employees who are assigned, in writing, additional duties and responsibilities beyond the scope of their current assignment while performing regularly assigned responsibilities.

Temporary Upgrade - Hourly or daily rate of pay upgrades for employees who are assigned to temporarily and perform the duties of other employees of a higher level classification. Temporary upgrades are covered by MOU.

Y-Rate - A "Y" rate means that the current monthly compensation for the employee remains in effect until such time as further changes in the salary pay range of the new classification exceeds the "Y" rate. A Y-rate may occur as result of an employee's classification change from and to a lower-paid classification, a classification study or other personnel actions. The department head shall determine whether "Y" rate compensation can be absorbed within its operating budget.

**V. PROCEDURE**

- A. Special Assignment Pay requests must be in writing and must be approved - first, by the department head; second, by the Director of Human Resources, and final approval, by the City Manager.
- B. The department head shall prepare Form CS-23 (Personnel Action Form) which shall clearly state the additional duties and responsibilities being assigned.

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- C. The Form CS-23 shall state the specific dates (beginning and ending) to which the Special Assignment Pay is to be assigned and must contain the relevant MOU section applicable to the special pay.
- D. The completed Form CS-23 must be forwarded directly to the Human Resources Department for secondary approval. The Human Resources Department shall forward the form to the City Manager for final approval. The Special Assignment Pay shall not take effect until approved as set forth above.
- E. The department head shall monitor the special assignment to ensure special pay continues to be appropriately warranted. If the department head desires to extend Special Assignment Pay beyond the date authorized on the original Form CS-23, such extension shall not be automatic. A new Form CS-23 must be prepared and contain information as set forth above, approved, and forwarded to the Human Resources Department for secondary approval, then forwarded to the City Manager for final approval. Requests for extensions must be submitted to the Human Resources Department no later than one (1) pay period prior to the effective date of the requested extension date.

APPROVED:

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J. GORDON PALMER, JR.  
CITY MANAGER