

	<p>Town of Chapel Hill, NC</p> <p>Temporary Position Compensation Policy</p>	<p>Policy Number: PP 4-3</p> <p>Effective Date: April 1, 2013; Rev Nov 1, 2013</p>	<ul style="list-style-type: none"> I. POLICY II. PURPOSE III. PROCEDURE IV. FORMS/INSTRUCTIONS V. ADDITIONAL CONTACTS VI. DEFINITIONS VII. RESPONSIBILITIES VIII. APPENDICES IX. FAQ X. SCOPE XI. RELATED INFORMATION XII. POLICY HISTORY 	<p>Approved By:</p>  <p>Roger L. Stancil, Town Manager</p>
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Temporary Position Compensation

I. POLICY

The Town Manager establishes initial hiring rates and rate increases for employees in Temporary Positions, as defined in the Town Code of Ordinances and further defined within this policy.

II. PURPOSE

In accordance with the Town value of Equity, the purpose of the Temporary Position Compensation Policy is to 1) clarify terminology used in the Town’s Code of Ordinances as it relates to Temporary or “Temp” Positions and Employees; 2) provide consistent guidelines for compensation and wage adjustments for employees in this category.

*Town of Chapel Hill
Ordinance Section
14-9 and
14-10*



Equity: Although we may hold different roles in the organization, we all work toward the common goal of serving the Town and the Town’s residents and customers. Therefore, we seek and support policies and actions that are administered consistently and fairly to everyone regardless of rank, tenure or personal background.

III. PROCEDURE

A. Establishment of Rates for Temporary Positions:

1. Interim Replacement Employees: Rates for Interim Replacement Employees shall be established based on the hourly rates of comparable regular positions in the adopted pay scale, not to exceed the hourly pay range for the comparable grade. Initially, the hiring rate is subject to negotiation between the candidate and hiring manager, with an original offer made by the hiring manager, and must be approved by the department head and Human Resource Development Director. HRD must approve before an offer is made.

2. Seasonal Employees: Rates for Seasonal Employees shall be established using the Manager's adopted Temporary Position Pay Plan. Initially, the hiring rate is subject to negotiation between the candidate and hiring manager, with an original offer made by the hiring manager, and must be approved by the department head and Human Resource Development Director.
3. Apprentice/Intern: Rates for Apprentices/Interns shall be established using the Manager's adopted Temporary Position Pay Plan. Initially, the hiring rate is subject to negotiation between the candidate and hiring manager, with an original offer made by the hiring manager, and must be approved by the department head and Human Resource Development Director. HRD must approve before an offer is made.
4. Program Support Employees: Rates for Program Support Employees shall be established using the Manager's adopted Temporary Position Pay Plan. Initially, the hiring rate is subject to negotiation between the candidate and hiring manager, with an original offer made by the hiring manager, and must be approved by the department head and Human Resource Development Director. HRD must approve before an offer is made.
5. New Temporary Positions: Rates for Employees hired for newly created Temporary positions for which there is no comparable regular position in the pay scale or the Manager's adopted Temporary Position Pay Plan will be established at the time of hire by the hiring manager and may be negotiated with the candidate. The agreed upon position title and rate must be approved first by the department head, then the HRD Director, and finally, the Town Manager. Once approved, the position and rate will be added to the adopted Temporary Position Pay Plan. A Town application must be completed for any new position.



6. Retiree Rates: Rates for regular employees who retire from the Town and are hired back into a Temporary position performing comparable duties of their previous regular position shall be established based on the hourly rates of their former position, not to exceed the range for the comparable grade. If the retiree is performing duties not previously performed as part of their regular employment with the Town, an hourly rate will be established at the time of hire by the hiring manager and may be negotiated with the candidate. The agreed upon position title and rate must be approved first by the department head, then the HRD Director, and finally, the Town Manager. Once approved, the position and rate will be added to the adopted Temporary Position Pay Plan. A Town application must be completed for any new position.

B. Rate Increases:

1. Across the Board Rate Increases: Across the board rate increases for Temporary Positions will be considered annually by the Town Manager based on availability of funding in the budget and a joint recommendation from the Business Management and Human Resource Development Directors.
2. Rate Increases for Individual Employees Filling a Temporary Position: Rate increases may be granted to individual employees filling a Temporary Position only in the event that there are substantial changes to the employee's job description. Any such changes must be approved first by the department head, then the HRD Director, and finally, the Town Manager.

**IV. FORMS/
INSTRUCTIONS**

**V. ADDITIONAL
CONTACTS**

Human Resource Development: (919) 968-2700



VI. DEFINITIONS

- A. **Temporary Position:** A position for which funding is approved by the Town Council but where specific numbers of employees filling these positions are at the discretion of the Town Manager.
- B. **Seasonal Employee:** Employees serving in seasonal positions of less than twelve (12) months in duration.
- C. **Apprentice:** An employee serving in a Town sponsored career development program or other positions associated with a recognized educational program or institution.
- D. **Intern Employee:** An employee serving in a Town sponsored career development program or other positions associated with a recognized educational program or institution.
- E. **Replacement Employee:** Employees who are temporarily filling regular full-time or part-time positions for twelve (12) months or less due to the absence of the regular employee.
- F. **Program Support Employee:** Employees who fill support roles in departmental programs or functions.

VII. RESPONSIBILITIES

VIII. APPENDICIES

- A. **Temporary Position Pay Ranges**
- B. **Employee Title Chart**

IX. FAQ

X. SCOPE

As of April 1, 2013 this policy replaces and supersedes any previous policies, sections of the employee handbook, or unwritten policies or practices covering the same subject.

XI. RELATED INFORMATION

- Town Code, Chapter 14, Article II, Sec. 14-9 and 14-10

XII. POLICY HISTORY

Adopted April 1, 2013; Revised November 1, 2013



Temporary Position Pay Ranges		
Department	Job Title	Range
Seasonal Employee		
PARKS & RECREATION	ASST SUM CAMP DIR-HARGRAVES	9.50-11.00
PARKS & RECREATION	ATHLETICS FACILITIES SUPV	7.25-9.75
PARKS & RECREATION	ATHLETICS FIELD SUPV	7.25-9.75
PARKS & RECREATION	ATHLETICS GAME OFFICIAL 15	15.00-19.00
PARKS & RECREATION	ATHLETICS SCORER TIMER	7.25-9.00
PARKS & RECREATION	ATHLETICS SPORTS INSTRUCTOR	8.00-15.00
PARKS & RECREATION	ATHLETICS TENNIS INSTRUCTOR	15.00-17.00
PARKS & RECREATION	CAMP COUNSELOR - COMM CENTER	8.00-9.50
PARKS & RECREATION	CAMP COUNSELOR - HARGRAVES	8.00-9.50
PARKS & RECREATION	CAMP COUNSELOR - TEEM PROGRAMS	8.00-9.50
PARKS & RECREATION	COMM CENER CLIMBING WALL SUPV	9.00-11.00
PARKS & RECREATION	COMM CENTER CAMP COUNSELOR	9.00-9.50
PARKS & RECREATION	COMM CNTR CLIMB WALL STAFF	9.00-11.00
PARKS & RECREATION	CONTRACT ADMIN ASST	9.00-11.02
PARKS & RECREATION	EARLY LIFEGUARD	8.25-12.00
PARKS & RECREATION	GROUNDS MAINTENANCE AIDE	11.45-11.88
PARKS & RECREATION	HARGRAVES CAMP COUNSELOR	8.00-9.00
PARKS & RECREATION	HARGRAVES CAMP DIRECTOR	9.50-11.00
PARKS & RECREATION	HARGRAVES INSTRUCTOR	9.50-13.50
PARKS & RECREATION	HARGRAVES PROGRAM ASST	7.50-11.00
PARKS & RECREATION	INCLUSION COMPANION-THER REC	10.00-12.00
PARKS & RECREATION	INSTRUCTOR 1 -AQUATICS	9.00-25.00
PARKS & RECREATION	INSTRUCTOR 2 -AQUATICS	20.00-35.00
PARKS & RECREATION	INSTRUCTOR-ARTS	15.00-20.00
PARKS & RECREATION	LEARNING GARDEN COORDINATOR	15.00-20.00
PARKS & RECREATION	LIFEGUARD-AQUATICS	7.25-10.00
PARKS & RECREATION	POOL MANAGER-AQUATICS	10.00-13.50
PARKS & RECREATION	PROGRAM ASSISTANT	7.50-15.00
PARKS & RECREATION	PROGRAM ASSISTANT-ATHLETICS	7.50-15.00
PARKS & RECREATION	PROGRAM ASSISTANT-AQUATICS	7.50-15.00
PARKS & RECREATION	PROGRAM ASSISTANT-ARTS	7.50-15.00
PARKS & RECREATION	PROGRAM ASSISTANT-COMM CENTER	7.50-15.00
PARKS & RECREATION	PROGRAM ASSISTANT-SPECIAL EVEN	7.50-15.00
PARKS & RECREATION	PROGRAM ASSISTANT-TEEN	7.50-15.00
PARKS & RECREATION	PROGRAM ASSISTANT-THER REC	7.50-15.00
PARKS & RECREATION	TEEN PROGRAM DIRECTOR	10.00-12.00
PARKS & RECREATION	THERAPUTIC RECREATION-INSTRUCT	10.00-12.00
Apprentice/Intern		
	INTERN	8.00-15.00
	INTERN-GRANT	TO BE DETERMINED
	INTERN-THORPE	8.33



Temporary Position Pay Ranges		
Interim Replacement		
PLANNING	ADMINISTRATIVE CLERK-TEMP	12.00-15.00
POLICE	CRISIS COUNSELOR-TEMPORARY	20.00-24.00
POLICE	POLICE OFFICER-TEMPORARY	18.18-23.65
PUBLIC WORKS	ADMINISTRATIVE ANALYST-TEMP	35.00-37.00
PUBLIC WORKS	ARBORIST-TEMPORARY	22.00-24.00
PUBLIC WORKS	CODE ENFORCEMENT OFFICER-TEMP	23.00-27.00
PUBLIC WORKS	CONSTRUCTION WORKER -TEMP	15.00-18.05
PUBLIC WORKS	INSPECTOR TEMPORARY	18.00-20.00
PUBLIC WORKS	MAINTENANCE MECHANIC-TEMPORARY	21.00-23.00
PUBLIC WORKS	OFFICE MANAGER-TEMP	26.00-28.00
PUBLIC WORKS	OPERATIONS CENTER ASSISTANT	32.00-40.00
PUBLIC WORKS	PERMIT TECHNICIAN-TEMP	25.00-27.00
PUBLIC WORKS	SOLID WASTE INSPECTOR-TEMP	22.00-24.00
PUBLIC WORKS	SW EQUIPMENT OPERATOR-TEMP	19.00-23.00
PUBLIC WORKS	TEMP HEAVY EQUIP OP-SR	18.05-19.00
TRANSIT	GRANTS COORDINATOR-TEMP	23.00-25.00
TRANSIT	OFFICE ASSISTANT-TEMPORARY	11.00-12.00
TRANSIT	SERVICE ATTENDANT-TEMP	12.00-14.00
TRANSIT	SHARED RIDE DRIVER-TEMPORARY	14.00-16.00
TRANSIT	SPECIAL EVENTS FIELD OFFICER	27.00-29.00
TRANSIT	TEMPORARY TRANSIT SUPERVISOR	20.65-22.58
TRANSIT	TRANSIT MAINT SUPT-TEMP	37.00-41.00
TRANSIT	TRANSIT OPERATOR III-TEMP	13.00-16.00
TRANSIT	TRANSIT OPERATOR II-TEMP	13.71-17.80
	INTERIM - OPERATIONAL	7.25-16.00
	INTERIM - CLERICAL	13.00-18.00
	INTERIM - TECHNICAL	14.00-20.00
	INTERIM - PROFESSIONAL	15.00-31.00
	INTERIM - EXECUTIVE MANAGEMENT	31.00-70.00
Program Support		
	PROGRAM SUPPORT - GRANT	TO BE DETERMINED
	PROGRAM SUPPORT - OPERATIONAL	7.25-16.00
	PROGRAM SUPPORT - CLERICAL	13.00-18.00
	PROGRAM SUPPORT - TECHNICAL	14.00-20.00
	PROGRAM SUPPORT - PROFESSIONAL	15.00-31.00
	PROGRAM SUPPORT - EXECUTIVE MANAGEMENT	31.00-75.00



Terminology for Town Employee and Position Categories

		EMPLOYEE CATEGORIES				
POSITION CATEGORIES	Regular Positions: specifically authorized as either full time or part-time by the Council.	"Regular, Full-Time Employees" All employees, including Police and Fire employees, <u>who work regular full-time positions</u> that are authorized by the Town Council and for which an average work week of not fewer than 37.5 hours is required by the Town.	"Regular, Part-Time Employees" All employees <u>who work in regular part-time positions</u> that are authorized by the Town Council and for which an average work week is not less than 20 hours but is less than 37.5 hours.	"Less than Twenty (20) Hours Employees" All employees <u>who work in regular positions</u> with less than 20 hours per week or 1,020 hours per year on a continuing basis.		
	Temporary Positions: titles and funding are approved by the Town Council but where specific numbers of employees filling these positions are at the discretion of the Town Manager.	"Seasonal Employee" Employees serving in seasonal positions of less than twelve (12) months in duration.	"Apprentice/Intern Employee" An employee serving in a Town-sponsored career development program or other positions associated with a recognized educational program or institution.	"Interim Replacement Employee" Employees who are temporarily filling regular full-time or part-time positions for twelve (12) months or less due to the absence of the regular employee.	***"Program Support Employee"*** Employees who fill support roles in departmental programs or functions. May be grant funded.	

Employees who work in a temporary position for longer than 12 months will be referred to as **"Program Support Employees"**

