



POLICY

Interim Staff Appointments

Interim Staff Appointments	
Policy Number: 120-002	Supersedes Policy Number: Not Applicable
Effective Date: 1996-01-01	Approval By Council (Motion Number): 09-01-96

1.0 Purpose

To provide a fair policy for compensation of employees asked to take on additional duties and responsibilities on an interim basis.

2.0 Scope

This Policy is applicable to all Town of Wolfville non-unionized employees asked to take on additional duties and responsibilities on an interim basis.

3.0 References

Not applicable

4.0 Definitions

- 4.1 **Chief Administrative Officer (CAO)** is the CAO for the Town of Wolfville
- 4.2 **Interim Appointment** is defined as an appointment of a current employee of the Town of Wolfville to a position of increased duties and responsibilities for a period of more than 20 working days and not more than six months duration.

5.0 Policy

- 5.1 Any compensation or remuneration under this policy will be granted retroactively to for any employees who have worked in interim positions within six months preceding the effective date of this policy.
- 5.2 This policy shall apply to any Town of Wolfville non-unionized employee, regardless of position or rank, who undertakes the duties and responsibilities of higher ranking employee on an interim basis.
- 5.3 Additional compensation for employees filling interim positions will be considered where the interim appointment is for a period in excess of twenty working days.
- 5.4 Interim appointments shall be for a maximum period of 6 months. Continuance beyond 6 months will require a formal review and reappointment.



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- 5.5 An increase in salary will be provided to the employee appointed to an interim position. The amount of increase will be in a range of 30% to 60% of the difference between the employee's current salary and the salary of the position of the interim appointment. The specific amount within the range will be determined by the employee's department head and approved by the Chief Administrative Officer, or in the case of interim department head positions, by the Chief Administrative Officer.

A handwritten signature in blue ink, appearing to read 'W. M. Maudin', is written above a horizontal line.

CAO

March 10, 2016

Date