

October 14, 2021

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting
Thursday, October 21, 2021
1:00 p.m., Council Chambers
County-City Building

**NOTE: SPECIAL
MEETING
TIME**

AGENDA

ITEM 1: Approval of Minutes from the August 27, 2021 meeting.

ITEM 2: Request to create the following classifications:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>PAY RANGE</u>
0621	Diversity, Equity, and Inclusion Manager	W01 (\$60,161.92 - \$100,736.48)
3114	Police Lieutenant	P05
3686	Health Equity Initiatives Coordinator	A15 (\$68,330.08 - \$91,135.20)

ITEM 3: Request to revise the following classifications:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>
3132	Identification Lab Technician
5315	Facilities Maintenance Coordinator

ITEM 4: Request to revise the pay range of the following classification:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>CURRENT PAY RANGE</u>	<u>PROPOSED PAY RANGE</u>
5305	Energy Recovery Coordinator	C32 (\$57,551.52 - \$73,496.80)	C30 (\$54,866.24 - \$70,066.88)

ITEM 5: Request to amend Section 2.76.175 of the Lincoln Municipal Code – Compensation Plan; Promotion, Transfer, Demotion, or Temporary Promotion.

ITEM 6: Request to create Section 2.76.207 of the Lincoln Municipal Code – Disaster Response Pay.

ITEM 7: Miscellaneous Discussion

PC: City Clerk
Directors

ACCOMMODATION NOTICE

The City of Lincoln complies with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 guidelines. Ensuring the public's access to and participating in public meetings is a priority for the City of Lincoln. In the event you are in need of a reasonable accommodation in order to attend or participate in a public meeting conducted by the City of Lincoln, please contact the Director of Equity and Diversity, Lincoln Commission on Human Rights, at 402 441-7624 as soon as possible before the scheduled meeting date in order to make your request.

DIVERSITY, EQUITY, AND INCLUSION MANAGER

NATURE OF WORK

This is responsible administrative and professional work developing and implementing the City's diversity, equity, and inclusion strategies.

An employee in this class will be responsible for the City's diversity, equity, and inclusion policy initiatives. Work will include developing, implementing, and managing an equity and inclusion strategic plan; establishing policies and processes that cultivate, advocate and foster an accessible, welcoming and affirming work environment and culture. Work is performed under the direction of the Human Resources Director. An employee in this class would exercise considerable independent judgement and take personal initiative within the framework of established law, policy, regulation, mission, and strategic plan.

EXAMPLES OF WORK PERFORMED

Provides leadership, policy, and procedure direction to management, professional and technical staff in the areas of diversity, equity, and inclusion.

Provides consultation and advice to the Mayor's Office and department directors on matters related to equal employment opportunity and workforce equity, diversity, and inclusion; provides oversight and management around compliance with county, state and federal regulations and requirements.

Establishes and reviews practices and policies that cultivate, advocate and foster an accessible, welcoming and affirming work environment and culture; assesses the extent to which they support the City's diversity, equity, and inclusion goals.

Works with departments to increase the hiring, promotion, and retention in employment for those in protected classes; advises and provides guidance on standardization of best practices that advance racially equitable hiring, workforce development and workplace practices.

Implements learning, education and development opportunities as it relates to diversity, equity and inclusion.

Addresses and mitigates inequities, biases, and unfair treatment.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of contemporary principles and practices of diversity, equity, and inclusion.

Thorough knowledge of federal, state, and local laws and ordinances.

Considerable knowledge of the structure and functions of city government and other governmental agencies doing work in this area.

Ability to engage with diverse staff and leadership to promote trust, collaboration and partnership between departments and levels of leadership.

Ability to establish and maintain effective working relationships across cultural differences with employees, businesses, community organizations and the general public.

Ability to assess and evaluate current processes and strategies and develop, facilitate and implement action plans to institute change.

Ability to maintain records and prepare reports.

Ability to plan, organize and prioritize work.

Ability to communicate effectively both orally and in writing.

Ability to use technology and social media

Ability to make public presentations.

MINIMUM QUALIFICATION

Graduation from an accredited four-year college or university with major coursework in sociology, psychology, human relations, public or business administration, law, political science or related field plus four years of experience of a responsible nature in municipal operations and administration, human resources, equal opportunity, civil rights, or a comparable field; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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PS0621

POLICE LIEUTENANT

NATURE OF WORK

This is supervisory and specialized police work in the direction of department personnel, and in the direction of an organizational unit of the police department.

Work involves responsibility for the management of police personnel, for assigning them to duties, and checking their efficiency. Work also involves the enforcement of Federal and State laws and City ordinances and may involve an element of personal danger. Work may be performed on an assigned shift and requires the exercise of independent judgment, based on experience and skill in meeting work problems, emergency situations, and in interpreting orders and departmental rules and regulations. An employee in this class must utilize special abilities and knowledge acquired either through experience or special training. Supervision may be exercised over all departmental personnel. Work is performed in accordance with departmental rules and regulations, and general instructions from superior officers who review work through written documents and personal conferences and observations.

EXAMPLES OF WORK PERFORMED

Acts as Shift Commander of community-based teams; conducts briefings at the beginning of each shift; assigns follow-up investigations; supervises at critical incidents.

Supervises the activities of an assigned community-based team in the Operations Division: assigns follow-up investigations and approves reports; supervises at critical incidents and enforces team policy in response to monitored activity; acts as a liaison between team and community area.

Performs Unit inspections; manages departmental accreditation files; drafts general orders, policies, and procedures concerning department management; coordinates related grant activities; requests, allocates, and tracks resources needed for Unit operations.

Assigns and monitors follow-up assignments given to narcotics investigations personnel; calculates statistics regarding unit activity; coordinates all federal task force narcotic investigations.

Assigns and monitors follow-up assignments given to criminal investigations personnel; calculates statistics regarding unit activity; supervises at major crime scenes involving fatalities or other serious crimes.

Supervises and plans activities of the Education and Personnel Unit; coordinates recruit training, internal promotional processes, and departmental in-service training; acts as a liaison between the department and Nebraska Law Enforcement Training Center and the City/County Human Resources Department.

Supervises and plans activities of the Emergency Communication (911) Center; enforces unit policies and procedures; acts as a liaison between Unit and other stakeholders.

Prepares for and testifies in court when needed.

Performs related work as required.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of the rules and regulations of the department.

Thorough knowledge of the principles and practices of law enforcement.

Thorough knowledge of Federal and State laws and City Ordinances.

Thorough knowledge of modern methods and practices in criminal investigation.

Thorough knowledge of the geography of the city.

Some knowledge of first-aid principles, methods, and applications.

Ability to analyze complex situations quickly and calmly and to determine the proper course of action.

Ability to read and comprehend complex laws and ordinances.

Ability to plan, assign, and supervise the work of subordinates.

Ability to secure necessary and pertinent information through interviews and varied investigative methods.

Ability to communicate clearly and effectively both orally and in writing.

Ability to maintain effective working relationships with associates, co-workers, representatives of other organizations and with the general public.

Skill in the techniques required to accurately discharge firearms.

Skill in the techniques required to subdue violent and/or uncooperative persons.

Skill in the techniques required to carry or drag an average person away from danger.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent, supplemented by college-level course work in Criminal Justice, Law, Public or Business Administration, Sociology, or related field, plus six years of experience in law enforcement and two years of supervisory experience, or any equivalent combination of training and experience which provides the desirable knowledge, abilities, and skills.

NECESSARY SPECIAL REQUIREMENT

Candidates for positions in this class must meet such specific physical requirements as established by the city. Candidates must also possess and maintain a valid State of Nebraska driver's license.

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PS3114

HEALTH EQUITY INITIATIVES COORDINATOR

NATURE OF WORK

This is professional administrative work coordinating health equity initiatives.

Work involves the responsibility for initiatives related to department and community priorities, specifically addressing health disparities among racial and ethnic minority and underserved populations. Work includes assisting with planning, developing and coordinating local health equity, environmental justice, and minority health initiatives for department programs and community outreach. Work requires interacting with Department leadership and external partners from both public and private sectors. The position works to improve cultural competency and strengthen efforts addressing health disparities in the community. Supervision is received from the Assistant Health Director or other administrative superior.

EXAMPLES OF WORK PERFORMED

Assists with coordination of grants funding Minority Health Initiatives; assists with developing, writing and monitoring grants and contracts; assists with preparing budget and narrative work plan reports.

Provides input to Lincoln-Lancaster County Health Department initiatives affecting racial and ethnic populations; facilitates partnerships for the purpose of reducing health disparities and advancing health equity, and environmental justice.

Provides input in developing goals, objectives, and outcomes for strategies aimed to reduce health disparities, leverage resources, and engage partners.

Identifies and communicates needed areas of change and alternative solutions as necessary to advance initiatives related to department and community priorities for increased health equity; provides direction in how to implement initiatives.

Participates as a member of the Health Department team addressing health disparities.

Acts as a representative for the Lincoln-Lancaster County Health Department within organizations, coalitions, committees, and groups working on the reduction of health disparities and health improvement initiatives.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of public health planning.

Knowledge of health equity, environmental justice, and minority health initiatives.

Knowledge of grant writing and management.

Knowledge of the National Standards for Culturally and Linguistically Appropriate Health and Health Care.

Some knowledge of budget and narrative work plan report preparation.

Ability to establish and maintain effective working relationships with department leadership and external partners from both the public and private sector.

Ability to communicate effectively both orally and in writing.

Ability to provide leadership on initiatives related to health disparities.

Skill in the use of a computer.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public health, community health education, or public health administration, social or behavioral sciences, or related field plus four years of experience in health equity or public policy directly related to diversity and cultural awareness including six months of experience in a supervisory capacity; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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PS3686

IDENTIFICATION LAB TECHNICIAN

NATURE OF WORK

This is complex technical work ~~serving as an expert in the processing~~ obtaining and examining a variety of fingerprints evidence in the operation of the Forensic Identification Unit of the Police Department. This position also maintains the DUI testing laboratories, performs maintenance, maintains records, orders supplies, and testifies in court in reference to DUI equipment maintenance. This is a civilian position.

Work involves ~~processing~~ analyzing, classifying and filing, and identifying fingerprints; ~~processing evidence for latent prints and DNA;~~ operating the Nebraska NAFIS and Federal NGI computer systems; writing reports on latent print identifications and other forensic processes; preparing and giving expert witness testimony; and maintaining the Digital Imaging System and evidence files and records. ~~items for evidence, photography and other miscellaneous duties associated with the Identification Lab.~~ General ~~Supervision~~ Supervision is received from the Identification Lab Manager with work being reviewed in the form of reports, conferences, and the effectiveness of services provided. Supervision is exercised over volunteer employees assigned to the Identification Unit.

EXAMPLES OF WORK PERFORMED

Maintains the DUI breath alcohol testing laboratory solutions and equipment; coordinates the 40-day checks on the equipment; maintains all DUI equipment records; testifies in court related to maintenance and testing.

Maintains the Class B and Class C Permits for the Lincoln Police Departments personnel.

Obtains legible fingerprints and palm prints from both living and deceased individuals using ink, powder, or the departments LIVESCAN system.

~~Performs fingerprint identification and classification; prepares reports of findings and notifies supervisor as appropriate.~~

Evaluates, classifies, and searches fingerprints according to recognized identification standards; compares fingerprints for identification of individuals; Operates the Nebraska NAFIS and FBI's NGI computer systems for both ten print card entry, and latent print entry; and performs comparisons from suspect candidate lists received and identification of "hits" from these entries.

Obtains latent fingerprints from a variety of surfaces; determines the most appropriate method to visualize and capture latent fingerprints on evidence utilizing various chemicals, powders, and photographic techniques to develop latent fingerprints.

Prepares and gives testimony as an expert witness by maintaining credentials in latent fingerprints by writing concise and detailed reports, including opinions, and creating court charts which demonstrate these opinions; keeps up to date on current OSAC federal standards relating to evidence by reviewing current literature.

Operates and maintains the DataWorks Digital Imaging System (mug shot system); orders supplies and equipment needed to maintain and upgrade the system.

Takes ~~and develops~~ photographs, using various filters and lighting films, of latent fingerprints developed on evidence; ~~questioned documents, individuals, crime scenes and accidents; takes still captures still~~ photos from videotapes evidence.

~~Uses photographic equipment and develops photographs through proper use of hazardous chemicals, enlargement techniques, films and papers.~~

Instructs and trains Police Officers, recruits, jail staff, and other groups as a Certified Instructor in the proper procedures, methods, and techniques used to locate and recover latent fingerprints from crime scenes and obtain legible fingerprint ten-print cards from suspects.

Participates in testing completed by Collaborative Testing Service, an independent testing laboratory, which monitors and certifies laboratories ~~in both~~ fingerprinting ~~and questioned document~~ examinations.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge and experience in photography, including the use of various filters and a working knowledge of digital photography software (Adobe Photoshop, etc).

Some knowledge of modern principles and practices of law enforcement.

Some knowledge of departmental rules and regulations, and Federal and State laws, with particular reference to fingerprints.

Ability to operate complex computer equipment ~~used for the Nebraska Automated Fingerprint Identification System (NAFIS) for print identification~~ including NCJIS, AFIS, and NGI fingerprint classification systems.

Ability to obtain and process ~~ink and~~ latent fingerprints.

Ability to obtain quality finger, palm, and footprints by ink and the LIVESCAN fingerprint computer.

Ability to take photographs and operate the mug-shot computer system ~~complex developing equipment.~~

Ability to document work performed using LPD proprietary software, Microsoft Word, Excel, Photoshop, Adobe Acrobat, and Power-Point.

Ability to establish and maintain effective working relationships with law enforcement officials,

co-workers and the general public.

Ability to present testimony as an expert witness in a clear and concise manner and to maintain composure in a courtroom setting.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Graduation from a senior high school or equivalent and experience in fingerprinting in a law enforcement agency or criminology laboratory.~~

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in forensic science, criminal justice, the natural sciences, or related field with six months of ~~senior high school or equivalent and some~~ experience in fingerprinting in a law enforcement agency or criminology laboratory; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

NECESSARY SPECIAL REQUIREMENT

Maintains credentials to be court qualified as an expert witness for DUI equipment maintenance and fingerprint testimony.

Must not have any felony convictions, nor any misdemeanor convictions involving perjury or false statements.

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PS3132

FACILITIES MAINTENANCE COORDINATOR

NATURE OF WORK

This is responsible technical, supervisory work directing the maintenance, repair and capital improvement construction activities of large secondary and advanced wastewater treatment facilities and large drinking water production and distribution facilities.

Work involves responsibility for directing the maintenance programs and maintenance operations of the City's wastewater treatment facilities and water production and distribution facilities including electrical supply and co-generation facilities, biosolids handling, odor control facilities, injection and agricultural farming operations, wastewater reuse, special liquid waste handling facility, laboratory and related facilities; wastewater collection system pumping stations and maintenance shop; storm water pumping stations; water production wellfields, source water supply pipelines, finished water supply pipelines, reservoirs, and pump stations and all associated automatic monitoring, controls, instrumentation, structures, buildings and grounds. Work is performed under the general direction of an administrative superior and reviewed through conferences, completed projects and adherence to developed and applicable standard maintenance and operational plans and procedures. Supervision is exercised over subordinate skilled and semi-skilled employees.

EXAMPLES OF WORK PERFORMED

Plans, directs and supervises the overall maintenance operations, and the work of personnel, including identifying and determining resources, programs, operational parameters, and requirements to operate and maintain treatment process equipment, electrical and mechanical equipment, controls, instrumentation, telemetry buildings, roadways and grounds associated with the City's various wastewater and water treatment facilities, chemical odor control facilities, biosolids injection facilities, including terraces, waterways and drainage ditches; collection system pumping stations; ~~and~~ storm water pumping stations, wellfields, source water supply pipelines, finished water supply pipelines, reservoirs, and pump stations.

Develops, maintains and reviews facility maintenance and preventive maintenance procedures and programs, utilizing a computerized maintenance management system; monitors quality of repair and maintenance programs and work.

Assists in identifying, developing and reviewing annual budget needs including levels of maintenance, equipment replacement needs, and capital improvement programs; prepares and assists in the preparation of supporting documentation.

Directs and supervises the on-going updating and implementation of the planned preventive and corrective maintenance of facilities and related standard operating procedures; monitors and controls expenditures of operating budget for maintenance activities and programs.

Plans, directs and supervises the overall maintenance of buildings, structures and associated HVAC systems not related to the treatment facilities to include budgeting and long-term planning for capital maintenance and replacement; manages contractual services associated with selected equipment, buildings and control systems.

Plans, directs and supervises the overall operation and maintenance of the treatment facilities liquid biosolids land application programs; determines loading rates in accordance with federal and state NPDES operating permit requirements; oversees and coordinates surface water runoff and groundwater monitoring program; manages contract farming operations and sales of crops; coordinates farm management and soils

analysis services; prepares and submits annual reports of land application activities and loading parameters.

Plans, directs and prepares specifications and contracts for requisitioning and purchasing maintenance supplies, capital outlay and general replacement equipment and materials.

Directs and reviews daily operating adjustments to mechanical and electrical operating equipment based on information gathered from SCADA, automatic instrumentation devices and monitoring systems; determines if equipment is calibrated, operating and functioning properly.

Assists in and coordinates the maintenance of the Bluff Road Landfill leachate pumping facilities.

Responds to emergency calls regarding wastewater pumping, treatment facilities, piping, storm water pumping, biosolids injection, laboratory and related divisional operations and determines corrective measures.

Coordinates and conducts technical and safety training, educational programs and classes for maintenance staff.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the construction, repair and maintenance of a wide variety of specialized equipment, including electrical co-generation units, related to large secondary and advanced wastewater treatment pumping, and solids handling facilities, and water production and distribution facilities.

Thorough knowledge of the specialized electrical and electronic controls, instrumentation, SCADA monitoring, telemetry and control systems, physical equipment, structures and testing apparatus related to the maintenance and operation of facilities.

Thorough knowledge of occupational hazards and employee safety as they relate to the maintenance of large secondary and advanced wastewater treatment pumping, biosolids handling, ~~and~~ storm water pumping, wastewater treatment facilities, and water production and distribution facilities.

Thorough knowledge of federal, state and local rules and regulations governing treatment facility maintenance procedures including the management and handling of wastewater residuals and biosolids and landfill leachate.

Considerable knowledge of microcomputers and ability to program and develop computerized applications using spreadsheets, word processing, databases, etc.

Knowledge of bacteriology and chemistry as it applies to wastewater treatment, water treatment, agricultural solids, and surface and groundwater quality.

Ability to plan, schedule, assign, supervise, inspect and evaluate the work of subordinate personnel.

Ability to interpret rules, regulations and policies and to make decisions in accordance with established maintenance plans, procedures and practices.

Ability to plan and conduct technical training programs for maintenance staff.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with City officials, superiors, co-workers, and the general public.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Graduation from an accredited four-year college or university with major coursework in mechanical engineering, electrical engineering, environmental engineering or related field with considerable experience in the repair and maintenance of specialized and highly automated equipment related to large secondary and advanced water or wastewater treatment, pumping, biosolids, and storm-water pumping facilities and operations, and considerable experience in the maintenance of buildings and grounds related to such facilities plus considerable experience in a supervisory capacity.~~

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework, in mechanical or electrical engineering or related field and considerable related work experience in the repair and maintenance of specialized equipment related to large secondary and advanced water or wastewater treatment and pumping facilities including two years of experience in the maintenance of buildings and grounds related to such facilities plus two years of experience in a supervisory capacity; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a Nebraska Class IV Wastewater Treatment Plant Operator certification or Nebraska Class I Water Operator Certificate or ability to obtain within twelve (12) ~~six (6)~~ months of assignment to this class.

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

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~~ps~~PS5315

2.76.175 Compensation Plan; Promotion, Transfer, Demotion, or Temporary Promotion.

(a) In the case of promotion for an employee with a pay range prefixed by “N”, “X”, “E”, or “M”, the rate of the promoted employee shall be increased to that step in the higher range next above his rate of pay prior to promotion. In the case of promotion for an employee with a pay range prefixed by “W”, such increase is intended to be at least five percent. In the case of transfer, the employee’s rate will remain unchanged at the time of transfer. In the case of an involuntary demotion for an employee with a pay range prefixed by “W”, the rate of pay shall be reduced at least four and one-half percent. Under no circumstances shall the new rate exceed the maximum rate for the lower class in the variable merit pay plan.

A promotion for an employee with a pay range prefixed by “X”, “E” or “W” shall start a promotion probationary period of six (6) months in the higher classification. Prior to the completion of the promotion probationary period, a performance appraisal shall be completed on the promoted employee. The employee will not be eligible for a pay increase. If an employee fails to successfully complete the promotion probationary period, the employee shall retreat to his former classification and rate of pay. The date of the retreat shall be used to establish a new eligibility date, which shall be one (1) year from the date of the retreat.

In the case of a voluntary demotion for an employee with a pay range prefixed by “W”, the employee concerned shall normally be paid at the same rate in the lower pay range. If the employee’s rate of pay exceeds the maximum rate of the lower pay range, the employee’s rate of pay shall be frozen (red-circled) until such time that the maximum rate, through general increases, makes sufficient upward movement so that it exceeds the employee’s rate of pay. When the maximum rate meets or exceeds the employee’s frozen (red-circled) rate through general increases, the employee’s frozen rate of pay shall then increase to the maximum rate. However, if after one year the maximum rate does not meet or exceed the employee’s frozen (red-circled) rate of pay, the employee’s rate of pay will be reduced four and one-half percent (4.5%) or to the maximum rate, whichever results in the smallest decrease in pay. Each year thereafter, the employee’s rate of pay shall be reduced an additional four and one-half percent (4.5%) or to the maximum rate, whichever results in the smallest decrease in pay.

(b) In the case of demotion for an employee with a pay range prefixed by “N”, “X”, “M” or “E”, the rate of the demoted employee shall be reduced to the next lower step for the lower class and under no circumstances shall the new rate exceed the maximum rate for the lower class in the

merit pay plan.

(c) A promotion of any employee during such employee's probationary period shall have the effect of ending the probationary period for that employee and making such employee a regular employee. However, a reclassification of a probationary employee to a position in a newly created class with a higher pay range will not terminate the probationary period.

(d) Any regular employee with a pay range prefixed by "P" or "W" may be temporarily promoted to fill a budgeted position which is temporarily vacant and has a higher maximum salary than provided by such employee's current pay range. Such temporary promotion must first be approved in writing by the director only after the department head demonstrates that the employee is qualified for the vacant position. Once granted, the employee must perform the duties of the vacant position and shall be paid at the rate of at least five percent above the employee's current base salary, or at the minimum rate of the established range of the vacant position, whichever is greater, but any increase in pay greater than five percent must be approved in writing by the Director. No temporary promotion shall be granted for less than forty hours or continue longer than one year from the date of the original assignment and approval by the Director. In the event an employee is temporarily promoted to a higher classification, and requests and receives approval for paid leave, or there is a Legal Holiday, such paid leave or Legal Holiday shall be compensated at the employee's rate of pay prior to being temporarily promoted to the higher classification.

(e) Any regular employee with a pay range prefixed by "A" may be temporarily promoted to fill a budgeted position which is temporarily vacant and has a higher maximum salary than provided by such employee's current pay range. Such temporary promotion must first be approved in writing by the director only after the department head demonstrates that the employee is qualified for the vacant position. Once granted, the employee must perform the duties of the vacant position and shall be paid at the rate of at least the next higher step above the employee's current rate of pay which results in at least a 3.25% increase, or at the minimum rate of the established range of the vacant position, whichever is greater, but any increase in pay greater than two steps must be approved in writing by the Director. No temporary promotion shall be granted for less than forty hours or continue longer than one year from the date of the original assignment unless specifically authorized by the Human Resources Director for a longer period of time. In the event an employee is temporarily promoted to a higher classification, and requests and receives approval for paid leave, or there is a Legal Holiday, such paid leave or Legal Holiday shall be compensated

at the employee's rate of pay prior to being temporarily promoted to the higher classification.

(f) Any regular employee, with a pay range prefixed by "M" may be temporarily promoted to fill a budgeted position which is temporarily vacant and has a higher maximum salary than provided by such employee's current pay range. Such temporary promotion must first be approved in writing by the director only after the department head demonstrates that the employee is qualified for the vacant position. Once granted, the employee must perform the duties of the vacant position and shall be paid at the rate of at least the next higher step above the employee's current rate of pay which results in at least a 3.50% increase, or at the minimum rate of the established range of the vacant position, whichever is greater, but any increase in pay greater than two steps must be approved in writing by the Director. No temporary promotion shall be granted for less than forty hours or continue longer than one year from the date of the original assignment unless specifically authorized by the Human Resources Director for a longer period of time. In the event an employee is temporarily promoted to a higher classification, and requests and receives approval for paid leave, or there is a Legal Holiday, such paid leave and Legal Holiday shall be compensated at the employee's rate of pay prior to being temporarily promoted to the higher classification.

2.76.207 Compensation Plan; Disaster Response Pay

Employee's with a pay range prefixed by "W" who are involved in preparation for and response to incidents of national significance as defined in the Federal Code of Regulations 44 CFR 208 will be compensated at the normal employee's base hourly rate from portal to portal as defined in the CFR. In addition, attendance at mandated training that is required to qualify for the specific position held will be eligible for compensation at the employee's normal base hourly rate. Disaster Response pay in accordance with this paragraph shall not be included in pension base pay.