Salary Supplements

**Purpose**

The purpose of this policy is to provide guidelines in determining when and how to provide a salary supplement.

**Policy**

This policy provides the guidelines for temporary compensation for individuals temporarily assigned to an existing job in a higher salary grade than his/her regular job and the employee performs the principal duties and assumes the principal responsibilities of the higher-paid job for periods longer than eight weeks or the employee's job duties have been substantially expanded resulting in a substantial increase in the effort required, the employee will be considered to have received a temporary promotion. (Comp Policies Rev April 05, pg. 20)

**Procedures**

The employee's base salary should be increased in accordance with the policy for Promotions for the relevant period. If the temporary assignment is to a lower-paid job, the employee's base salary will not be adjusted. Compensation for temporary assignments will be initiated by the appropriate Vice President and approved by the Compensation Manager.

**Applicability**

When it is deemed necessary to temporarily assign an employee to a higher job other than his or her regular job.

**Responsible Party**

Director, Human Resource Services

Last updated: December 1, 2006