

RESOLUTION NO. 1999- 113

AUTHORIZING A REVISION OF THE GREATER CLEVELAND  
REGIONAL TRANSIT AUTHORITY'S TEMPORARY WORK LEVEL ADJUSTMENT  
POLICY FOR NON-BARGAINING EMPLOYEES

WHEREAS, the Board of Trustees adopted a Personnel Policies and Procedures Manual by Resolution No. 1990-27 on February 20, 1990, and revised the Personnel Policies and Procedures Manual by Resolution No. 1992-31 on February 18, 1992, that included a temporary work level adjustment policy for non-bargaining employees; and

WHEREAS, a review of the current temporary work level adjustment policy was conducted, and based on this review, new language to be included in the policy was developed, and changes were made to ensure consistent administration of the policy; and

WHEREAS, the Greater Cleveland Regional Transit Authority now wishes to revise Section 3.6 of the Personnel Policies and Procedures Manual, Temporary Work Level Adjustment, to ensure consistent administration of the policy, and to provide a temporary pay adjustment which more consistently compensates employees for the additional responsibilities required.


NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That the Temporary Work Level Adjustment policy shown in the Attachment A is hereby adopted as official policy of the Authority.

Section 2. That this Resolution shall become effective September 1, 1999.

Attachment A: Section 3.6 Personnel Policies and Procedures Manual, Temporary Work Level Adjustment.

Adopted: August 24, 1999



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President

Attest:   
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General Manager/Secretary-Treasurer

# ATTACHMENT A

## PERSONNEL POLICIES AND PROCEDURES MANUAL

### SECTION 3.6

### TEMPORARY WORK LEVEL ADJUSTMENT

For non-bargaining employees, a temporary work level adjustment shall be paid when an employee in a lower classification is required to work in a classification assigned to a higher pay grade or salary range. When a non-bargaining employee is assigned and is working in a temporarily vacant classification in a higher salary grade for five (5) working days or longer, the Authority will increase the employee's current base salary by 10%, or up to the salary range minimum of the temporarily vacant position, whichever is greater, for the duration of the assignment. If it is necessary to pay more than the 10% or salary range minimum, the amount will be determined in consultation with the Personnel Services Director, based on market and other applicable conditions.

A temporary work level adjustment shall not be paid for more than six pay periods unless approved by the General Manager. For non-exempt positions, adjustments shall not be paid for the time when the employee receiving the adjustment is on vacation, holiday, salary continuation, or personal leave.