

“Out-of-Rank/Class” Pay Survey

1. Does your organization provide additional compensation to employees who work in a “higher” classified job?
2. How long must the employee work in the “higher” classification before they are compensated?
3. How is the compensation determined?

CITY	#1	#2	#3
Alcoa	Yes (said he could send you a policy that they developed)		
Athens	Yes, if the situation is on an “interim basis”	Not specified.	The city compensates the individual with a lump sum amount at the end of the interim period.
Brentwood	Yes, as “Acting Pay”	No firm policy, but generally speaking, the person being replaced must be expected to be out for an extended period (4 weeks minimum) and it has to be for an unplanned illness or injury – not extended vacation.	7% increase to the acting employee’s current base pay (which is the standard promotional increase amount).
Chattanooga	Yes	Immediately.	Based on the pay plan.
Collierville	No	-	-
Columbia	Yes (temporary promotion)	Continually for 20 days but no longer than 90 days.	Either the minimum of the higher classification or 7% more (our typical promotional raise) than the employee’s current rate of pay, whichever is greater.
Oak Ridge	Yes	If employee is assigned to perform substantial duties of a higher level job class and the assignment lasts beyond 10 consecutive working days for employees on a 40/wk	Employee shall be compensated at the lowest pay level of the appropriate salary range that ensures a 5% adjustment of current pay rate OR to the minimum of the

		<p>schedule, 5 consecutive shifts for Fire Department station-based shift employees or 8 consecutive shifts for Police Department shift employees then the pay rate will become effective the 11th working day, or the 6th shift for Fire Department or the 9th shift for Police department employees.</p>	<p>new salary range, whichever is greater. If the acting pay continues for 4 full biweekly pay periods, the rate of pay shall be increased to provide a minimum of 10% from the non-acting base pay, if possible in the pay range.</p>
Franklin	Yes	<p>More than 20 days but cannot exceed 90 days.</p>	<p>Pay will be retroactive to the first working day of the temporary promotion period. The pay increase will be 5% or the minimum of the grade promoted to, whichever is higher. The salary of the temporary employee is not allowed to be greater than the salary of the incumbent.</p>
Gallatin	No (but would like survey results)	-	-
Gatlinburg	Yes, only applicable to filling in temporarily for an employee on leave.	<p>Not specified amount of time, but person temporarily filling in signs a letter, which includes a specific ending date.</p>	<p>The temporary employee would be offered an increased dollar amount of pay which would be paid at the time they started the increased duties.</p>
Germantown	Yes, for Fire Department only	<p>Not specified.</p>	<p>Employee riding out-of-rank as a Fire Driver receives an additional 50 cents an hour. Employee riding out-of-rank as a Fire Lieutenant or Battalion Chief receives an additional \$1.00 an</p>

			hour.
Goodlettsville	No. Would like more information.	-	-
Hendersonville	Yes	No minimum specified, but assignment is not to exceed one year.	Employee assigned to cover a higher ranked vacancy get placed in the pay range of that vacant position and they are "guaranteed" at least 5% pay increase.
Jackson – Vicki Burton	N/A for SWCSA	-	-
Kingsport	Yes	Two weeks.	Pay is increased 5% or up to the minimum of the new range, whichever is greater.
Lebanon	No.		
Millington	Yes (temporary promotion)	More than 20 days, no more than 90 days.	Pay will be retroactive to the first working day of the temporary promotion period. The pay increase will be 5% or the minimum of the grade promoted to, whichever is higher. The salary of the temporary employee is not allowed to be greater than the salary of the incumbent.
Nashville MDHA– Adams	Yes	No particular time limit, but it must be approved by the Executive Director before it becomes effective.	The employee is paid on the pay scale of the higher level position, and must receive at least 3% over his/her previous rate of pay.
Nashville Parks – Crenshaw	Yes	First day for trades labor classification unless non-exempt who must work at least half of their assigned shift in an out of class position, in which they'll receive out of class pay for the	Compensation is handled same way as Merit Pay Increases (close to 6%).

		hours worked in the out of class position.	
Nashville Water Services – Dooley	Yes	First day for trades labor classes. 30 days for all others with out of class being backdated to first day.	Determined as if it were a promotion.
Nashville Water Services – Tidwell	Yes	If SR pay grade, employee must work 30 days in higher classification before being compensated and then will be compensated retroactive to first day worked in higher class. If trades/labor pay grade, employee will be compensated in higher class beginning on the first day he/she works in higher class Employee may work up to 100 days (in calendar year) out of class in higher class.	As if employee is receiving a promotion, 6% above pay rate.
Portland	No	-	-
Tulahoma	Yes (Temporary Work in a Higher Capacity).	One month.	Pay is retroactive to the date of appointment and they are paid the higher rate of the position they assume.