

**IFPTE Local 21, Unit 6 (SHAPE)**  
**2022 Contract Negotiations – Solano County**  
**Union Proposal #22**  
**Date Presented: 8/11/22**

**ASSIGNMENT PAY**

Assignment pay will be granted by department heads, with prior approval from the Director of Human Resources and the County Administrator, to employees who have been assigned special projects or continuing responsibilities that are significantly more complex than described in the incumbent's current job specification.

**GUIDELINES:**

1. An employee must be performing higher level duties that are significantly more complex than described in the incumbent's class specification.
2. The minimum amount of time that an employee is assigned higher duties or a special project requiring Assignment Pay is two pay periods. Assignments involving recurring relief of staff for the continued operation of County-wide support systems, will be considered on a case by case basis.
3. In most situations, Assignment Pay is limited to one year. If agreed upon by the County Administrator and the Director of Human Resources, for purposes of continuing staff development, assignments which warrant Assignment Pay may be ongoing and rotated among employees.
4. Assignment Pay shall be a differential of either 5% or 10% of the employee's base pay depending upon the assignment, taking into consideration possible salary compaction between the employee and the employee's supervisor.
5. Employees would receive the Assignment Pay differential the first pay period following approval by the Director of Human Resources and the County Administrator.
6. If an employee is eligible for a merit increase during the interval when he/she is receiving Assignment Pay, the Assignment Pay will be calculated on the employee's new base pay.
7. Upon completion of the assignment, the employee will no longer receive the differential.

For the Union:

For the County:

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DATE:

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