

ORDINANCE NO. _____

1 AN ORDINANCE amending Section 2.76.200 of the Lincoln Municipal Code
 2 relating to the Compensation Plan to clarify the procedure for temporary assignment to a higher
 3 classification as it relates to employees with a pay range prefixed by the letter "N"; and repealing
 4 Section 2.76.200 of the Lincoln Municipal Code as hitherto existing.

5 BE IT ORDAINED by the City Council of the City of Lincoln, Nebraska:

6 Section 1. That Section 2.76.200 of the Lincoln Municipal Code be amended to read
 7 as follows:

8 **2.76.200 Compensation Plan; Temporary Assignment in a Higher Classification.**

9 (a) Any regular employee in a pay range prefixed by "C" or "E" who is temporarily assigned
 10 to work in a budgeted position in a class with a higher maximum salary than the maximum salary
 11 of such employee's regularly assigned class and who actually works three or less consecutive work
 12 days in the higher classification shall be compensated at the minimum rate established for the higher
 13 class or at the employee's current rate of pay, whichever is greater, for each consecutive eight hours
 14 or more of work performed during any regularly assigned work shift served in the higher class. If
 15 an employee works more than the three consecutive work days, that employee shall be compensated
 16 for all the time worked in the higher classification. Such employee will be compensated at the
 17 minimum rate established for the higher class, or at the rate of five percent above the employee's
 18 current rate of pay, whichever is greater.

19 (b) Any regular employee, in a pay range prefixed by "N" or "X" who is temporarily
 20 assigned to work in a permanent position in a class with a higher maximum salary than the maximum

1 salary of such employee's regularly assigned class and who actually works a minimum of eight or
2 more consecutive hours in the higher classification shall receive at least a step increase in pay for
3 the original eight consecutive hours worked plus any additional consecutive hours worked in the
4 higher classification. The employee who is temporarily assigned to serve, and actually does serve
5 in a higher level position, must be fully qualified to perform the full range of duties of the higher
6 level position, even though he may not actually perform the full range of duties during the time he
7 is temporarily assigned to the higher classification. In the event an employee is temporarily assigned
8 to a higher classification and requests and receives approval for paid leave, such paid leave shall be
9 compensated at the employee's rate of pay prior to being temporarily assigned to the higher
10 classification.

11 (c) Project Leader. When an employee is required to perform duties outside of his or her
12 normal job duties due to special or unusual circumstances, a department head or his or her designated
13 representative may appoint such employee to serve as a project leader. The appointment shall last
14 no longer than the length of the project, or for one year, whichever is less. If an employee with a pay
15 range prefixed by "A", "C", "E" or "M" is appointed as a project leader they shall receive an increase
16 in compensation of up to ten percent while in the status of project leader. The appointment must be
17 approved by the Director in whatever form he or she may require.

18 (d) Crew Leader. A department head or his or her designated representative may appoint
19 any employee to serve as crew leader. The appointment shall be for the purpose of performing duties
20 outside of his or her normal job duties as they relate to a special project assignment or performing
21 duties outside of his or her normal job duties for the purpose of performing work that needs to be
22 done to accomplish the daily work of the department or division. The appointment may last up to
23 one year and may be extended, with review by the Director, due to special circumstances. If an

1 employee with a pay range prefixed by an "X" or "N" is appointed as a new crew leader, they shall
2 receive an increase in compensation of one step above their current rate of pay, or three and one-half
3 percent if at step J. The appointment must be approved by the Director in whatever form he or she
4 may require.

5 Section 2. That Section 2.76.200 of the Lincoln Municipal Code as hitherto existing
6 be and the same is hereby repealed.

7 Section 3. That this ordinance shall take effect and be in force from and after its
8 passage and publication according to law.

Introduced by:

Approved as to Form & Legality:

City Attorney

Approved this ___ day of _____, 2004:
_____ Mayor