

## “Fill In” Pay (FIP) and “Interim Assignment” Pay (IAP) Policy

The below described policy shall apply in regards to certain employees receiving “fill in” pay (FIP) and interim assignment pay (IAP) for performing job duties of a higher classification.

1. Fill In Pay (FIP) will be used for one (1) full day of work (as defined within Policy 1454, Work Hours and Schedules, typically eight (8) hours). In other words, there will be no fill in pay for less than one (1) full day/eight (8) hours and no proration for any hours less than eight (8) hours.
2. FIP shall generally apply to short-term situations. FIP shall be documented using regular time processing methods.
3. Interim Assignment Pay (IAP) will be used as “temporary appointments” to higher job classifications and shall generally apply to long-term situations of two (2) weeks time or more. IAP shall be formally processed using a Personnel Action Form (PAF). All job classifications shall be eligible for IAP.
4. Unless specified below, all other positions of the City will not be eligible for FIP because of the overlap of duties, job requirements, skills, education and training.
5. Classifications eligible for FIP shall be as follows:
  - a. Clerical positions (City wide) filling in for para-professional/technical positions - \$40 per day; clerical positions (City wide) filling in for professional positions - \$80 per day.
  - b. Maintenance Repairer (PW-B/E) filling in for “trades” - \$40 per day.
  - c. Janitor/Attendant/Laborer (PW-B/E) filling in for Maintenance Repairer - \$15 per day.
  - d. Maintenance Repairer (PW-FL) filling in for Mechanic I - \$25 per day.
  - e. Arborists (PW-FR) filling in for Equipment Operator - \$5 per day.
  - f. Maintenance Repairer (PW-S/S) filling in for Street Maintainer or Sewer Maintainer - \$15 per day.
  - g. Truck Driver and Maintenance Repairer (PW-S/S) filling in for Equipment Operator I - \$5 per day; filling in for Equipment Operator II - \$15 per day.
  - h. Yard Attendant (PW-S/S) filling in for Equipment Operator I - \$10 per day.
  - i. Laborer (PW-S/S) filling in for Maintenance Repairer - \$15 per day.
  - j. Maintenance Repairer (PW-W) filling in for Water Maintainer or Equipment Operator II - \$15 per day; filling in for Assistant Pump Station Operator - \$10 per day.
  - h. Laborer (PW-W) filling in for Maintenance Repairer - \$15 per day.