

Article IX.A.3.i. Temporary Promotions

A. Statement of Policy

Secretaries may be promoted by their immediate supervisor, with approval from the Classified Human Resources Office, to temporarily replace someone else for a period of time not to exceed six months. After 15 consecutive working days of a temporary promotion authorized in advance in writing, the secretary shall be paid the higher rate beginning with the sixteenth day. The rate shall be what the secretary would earn if the promotion were permanent -- it is not the rate of the person being temporarily replaced.